



**Allowances and guide-  
lines for scholarships fa-  
cilitating a stay in Belgium**  
(valid from 01/01/2017 onwards)

(20/11/2017)

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# Introduction

The financial scholarship amounts as mentioned below are a summary of the “*harmonisation of the typology and contributions for DGD funded grants*”<sup>1</sup>.

The **target group** consists of scholars that are nationals and residents of a country on the list of direct and indirect cooperation partner countries of VLIR-UOS. ([country list](#))

The current guidelines and amounts are valid from **01/01/2017 onwards** for all VLIR-UOS programmes involving scholarships<sup>2</sup> facilitating a study or research stay in Belgium. The guidelines are subject to periodic change following implementation decisions by the scholarship task force of DGD. The allowances that are subject to indexation are indicated<sup>3</sup>. All allowances are expressed in terms of euros.

The scholarships are divided into 3 types:

- **Short term programme** allowances are awarded for all academic education, training or research stays lasting between 7 days and 6 months<sup>4</sup>, for which no Study (Ma, MSc,...) or Doctoral (PhD) scholarship is awarded.<sup>5</sup>
- **Study** scholarships are granted in the framework of an academic education or training programme lasting for at least six months and at most two academic years (in principle minimum 60 ECTS).
- **Doctoral (PhD)** scholarships are granted in the framework of an academic research programme in Belgium for up to 4 years.

In the following guidelines, two types of beneficiaries are mentioned, namely the **scholar** and the **host unit**. In all cases, VLIR-UOS transfers funds to the Belgian host university who pays the scholar or the host unit. In other words, no payments are made directly from VLIR-UOS to the scholar.

There are two categories of allowance:

- **Lump sum**: this is an allowance for which no financial justification must be submitted to VLIR-UOS. However, in the framework of financial control, the university must be able to present invoices, receipts or bank transactions at all times;
- **Expenses that must be accounted for**: these expenses must be accounted for with receipts, invoices, bank transactions and other supporting documents (e.g. airline tickets, insurance)

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<sup>1</sup> This text is presented as an implementation guideline to the officially approved scholarship harmonisation table by DGD (December 2012, reconfirmed by DGD in May 2013). DGD is the Directorate-General for Development of the Belgian Government and funds all VLIR-UOS activities.

<sup>2</sup> These programmes are, among possible new programmes: ICP PhD, TEAM, IUC, JOINT, SI, ITP, STI and ICP.

<sup>3</sup> The amounts are indexed every three years in September based on the index of January of that year. The next indexation will take place on 1 September 2019.

<sup>4</sup> A scholarship is not awarded for so-called **visits**: all academic education, training or research stays lasting between 1 and 6 days, or stays outside the frame of academic education, training or research, lasting maximally 3 weeks. In this case, a per diem and hotel allowance is awarded.

<sup>5</sup> A scholarship awarded in the framework of a PhD-research for which one travels to Belgium for a period of less than 6 months (for instance to attend a conference or a meeting) is still to be considered a PhD scholarship and budgeted accordingly.

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AP	Activity programme
AHI	Academic home institution
BTC	Belgian Technical Cooperation
DGD	Directorate-General for Development (former DGDC, Directorate-General for Development Cooperation)
HEI	Higher education institution (university or university college)
ICP	International Master Programme
ICP PhD	PhD scholarships for graduates from ICP Programmes
ITP	International Training Programme
IUC	Institutional University Cooperation
PRDC	Congo projects
RIP	Research Initiative Programme
SI	South Initiative
TEAM	Team to team cooperation, similar to the former Own Initiatives
VLIR-UOS	Vlaamse Interuniversitaire Raad (Flemish Interuniversity Council) – University Cooperation for Development

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# Short term allowances

## Reference amounts

### Payments to the scholar

Reference amount	Basis (in €)	Lump sum	Remark
<b>Per day</b>			
(a) Allowance	<b>33</b>	X	<i>Training within a HEI</i>
	<b>44</b>	X	<i>Training outside a HEI</i>
<b>Per stay in Belgium</b>			
(b) Indirect travel costs	<b>150</b>	X	
<b>One-time payment</b>			
(c) Didactic allowance	<b>100</b>	X	<i>Maximum, to be determined by the programme supervisor</i>
(d) Mailing allowance	<b>100</b>	X	<i>Maximum, to be determined by the programme supervisor</i>
(e) Programme related travel costs	<b>Lowest rates</b>		<i>Only for VLIR-UOS recognized inter-university programmes, recurrent payment upon submission of receipts</i>

### Payments to the host unit

Reference amount	Basis (in €)	Lump sum	Remark
<b>Per day</b>			
(f) Accommodation	<b>50</b>		<i>Indicative maximum, within the policy of good financial management to avoid over-expenditure.</i>

(g) Bench fee	<b>54</b>	X	<ul style="list-style-type: none"> <li>• ITP (fixed)</li> <li>• South Projects (maximum, to be determined by the programme supervisor)</li> </ul>
(h) Insurance	<b>2</b>		<i>Indicative maximum. See insurance policy.</i>
<b>Per stay in Belgium</b>			
(i) Airline ticket	<b>Lowest rates</b>		<i>1 return ticket, economy class</i>
<b>One-time payment</b>			
(j) Tuition fee	<b>Variable</b>		<i>Lowest rates.</i>
(k) Conference participation	<b>300</b>		<i>Maximum, only if required by or approved of by the programme supervisor</i>

## Guidelines and annotations

### Definition and duration

These allowances and fees are awarded for all academic education, training or research stays lasting between 7 days and 6 months.

This funding is geared towards the actualization of knowledge, the acquirement of skills or the performance of research activities. The scholar must return to his/her country of origin as soon as possible after the study or training programme has ended. In principle, the allowance is limited to no more than 3 days before the start of the programme until maximum 3 days after the end of the programme. The period is in principle the same for all scholars of the same short term programme, albeit that the availability of flights can justify slight differences.

This short term allowances scheme does not apply to stays in Belgium in the framework of “sandwich” PhD research, even if the stay of the PhD scholar is of less than 6 months. The PhD allowances’ scheme always applies to PhD scholars.

Multiple short term stays in Belgium in the framework of one programme (e.g. training programme divided into 2 modules, to be followed at different moments in time throughout the project), are to be considered as one short term stay in terms of the “one-time payments” (c) - (d) - (e) but can justify more than one airline ticket. Multiple short term stays per calendar year are, however, to be avoided so as to reduce the travel cost and carbon footprint to a minimum.

### Payments to the scholar

#### Per day

##### (a) Allowance

This daily lump sum intends to cover living costs (daily expenses) and is paid from the day of arrival until the day of departure of the scholar.

In principle, the allowance is limited to no more than 3 days before the start of the programme until maximum 3 days after the end of the programme. The period is in principle the same for all scholars of the same short term programme, albeit that the availability of flights can justify slight differences.

## **Per stay in Belgium**

### ***(b) Indirect travel costs***

This lump sum covers:

- Medical expenses for obtaining a doctor's certificate (including costs for obligatory vaccinations and necessary medication);
- Legalisation of documents;
- Transportation to and from the embassy and/or airport in the home country and Belgium (remark: national flights as part of itinerary from or to Belgium are of course paid under "airline ticket (i)");
- Visa application fee (in non-Belgian embassies), handling fees (for example from VFS) or sending costs for couriers.

Only for obtaining the visa<sup>6</sup> or for legalisation of documents, additional costs can be reimbursed if the scholar's residence is far away from the embassy. In this case, the most economical national or international itinerary (airplane or bus, 1 economy ticket) must be chosen by the scholar and a per diem of € 20 per day and accommodation costs up to a maximum of €50 per night can also be paid for up to 10 days if a stay is required by the embassy. This cost can be reimbursed at the host university in Belgium upon submission of original receipts. VLIR-UOS can accept other arrangements for the reimbursement of the indirect travel costs for scholars on the double condition that this is

- justified by the specific situation of the country and
- approved by VLIR-UOS
  - for South programmes: by explicitly mentioning it in the programme management documents (e.g. IUC 'management manual') and by communicating it timely to the parties involved;
  - for other VLIR-UOS-programmes: reimbursement of an exceptional expense is conditioned by approval by VLIR-UOS, prior to making the expense.

## **One-time payment**

These allowances are a one-time payment per project and not per mobility within a project. Training programmes consisting of multiple modules (and thus multiple mobilities) separated by time are to be considered as one short term stay in terms of the one-time payments. Multiple short term stays are to be avoided so as to reduce the travel cost and carbon footprint.

### ***(c) Didactic allowance***

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<sup>6</sup> The DGD visa procedure must be followed to avoid unnecessary costs:  
<http://www.vliuos.be/en/ongoing-projects/guidelines-and-forms/procedure-for-visa/>

This lump sum is awarded at the start of the programme. It is to be used to cover all expenses for educational materials and study-related personal costs incurred by the scholar (paper, pens, manuals, courses, computer, storage media, etc.).

It is possible to decide not to (fully) grant this allowance to the individual scholar, but to invest the (rest of the) allowance in the programme, on the condition that this policy is mentioned in the management manual of the programme (for South programmes) and/or duly approved by VLIR-UOS (for ITP/STI) and communicated to the involved parties. In this case, the necessary didactic materials should be made available to the scholars free of extra cost.

#### ***(d) Mailing allowance***

This lump sum will be paid at the end of the programme. The sum is to be used to cover all expenses for mailing/shipping teaching materials (manuals, courses, computer, etc.) back to the home country and includes printing costs.

It is possible for South programmes (such as IUC) to decide not to (fully) grant this allowance to the individual scholar, but to invest the (rest of the) allowance into the programme, on the condition that this policy is mentioned in the management manual of the programme, duly approved by VLIR-UOS and communicated to the involved parties. This policy is not applicable for ITP.

#### ***(e) Programme-related travel costs***

These travel costs (moving between Belgian campuses in different cities) will be reimbursed only if they concern an official interuniversity training programme or programme section, as recognized by VLIR-UOS (ICP modules, ITP), and only for transportation costs between the cities where the institutions of the interuniversity project are based. This does not apply to IUC 'programmes' which are often by definition interuniversity cooperation based; the training programme itself needs to be inter-university. The most economical transportation formula must be chosen (e.g. season ticket; bus or train).

### **Payments to the host unit**

#### **Per day**

#### ***(f) Accommodation costs***

The Belgian host university (college) is responsible for arranging adequate accommodation at the indicative maximum mentioned in the table. These accommodation costs will therefore be reimbursed to the host university. The institution must apply the policy of good financial management to avoid over-expenditure. In this sense, priority should be given to student residences, especially for programmes lasting longer than 2 weeks. Accommodation costs tend to be inversely proportional to the duration of the programme.

In the event that no adequate housing can be found in the city centre, it is allowed to reimburse the cheapest travel (public transport) from and to a residence outside the centre, under the condition that this is a cheaper option, in other words that the sum of housing and transport does not exceed the accommodation costs' provision.

The scholar who refuses to accept the accommodation arranged for by the programme organiser or who opts to stay with friends or family, automatically and voluntarily renounces the accommodation allowance.



### ***(g) Bench fee for the Flemish host unit***

This is a lump sum per scholar participating in the programme. The total lump sum is awarded to the Flemish host institution to cover research, teaching and supervision costs.

- If the scholar is following a VLIR-UOS funded ITP and is selected *outside* the scope of a VLIR-UOS programme or project in the South, this bench fee is awarded in the framework of the ITP or STI agreement and the scholar receives the scholarship in the framework of the BTP agreement managed by the host university.
- If, however, the scholar is following a VLIR-UOS funded programme (ITP) but is selected *within* the framework of a VLIR-UOS programme or project in the South, both the scholarship and the bench fee are paid by the South project or programme budget (TEAM, IUC, SI, JOINT).

The bench fee should be calculated by multiplying the bench fee amount by the actual number of days the student is staying.

### ***(h) Insurance***

Insurance policies should minimally cover third party liability, health, personal injury<sup>7</sup> and repatriation and should comply with the minimum requirements for a Schengen visa<sup>8</sup>. The Flemish host institution is expected to arrange insurance for the scholar at the indicative maximum cost mentioned in the table.

## **Per stay in Belgium**

### ***(i) Airline ticket***

Scholars are entitled to one return ticket in economy class per stay in Belgium, including necessary national flights. Within South projects, it is advised to only foresee scholarships for one trip-programmes so as to reduce the travel cost and carbon footprint to a minimum. Additional airport tax is reimbursed separately upon submission of valid receipts<sup>9,10</sup>. In the rare case of an overnight transit stay in a hotel, these hotel costs can be reimbursed up to a maximum of €50 per night, together with a per diem of €20 per day. Excess weight of luggage can never be paid under airline ticket costs.

## **One-time payment**

### ***(j) Tuition fee***

Variable amount, depending on the institution. Lowest applicable rates must be granted by the university that runs the programme in which the student is enrolled. Tuition fees for language courses are not paid for.

### ***(k) Conference participation***

This allowance is awarded for conference attendance within Europe on the condition that the conference is part of the programme, required by or approved of by the programme supervisor.

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<sup>7</sup> Personal injury insurance is taken out for the student to cover injury as a result of an accident on campus or between the place of study and the place of residence of the scholar.

<sup>8</sup> More information: <http://www.schengenvisa.info/schengen-visa-insurance/>

<sup>9</sup> Airport tax for the last return flight will be reimbursed based on the previous invoice of airport tax.

<sup>10</sup> Travel costs of family members of students are not reimbursed.

# Study scholarships

## Reference amounts

### Payments to the scholar

Reference amount	Basis (in €)	Lump sum	Remark
<b>Per month</b>			
(a) Allowance	<b>890</b>	X	<i>Indexation every three years</i>
(b) Family supplement	<b>62</b>	X	<i>Per dependent person</i>
(c) Accommodation allowance	<b>390</b>	X	<i>Indexation every three years</i>
<b>Per stay in Belgium</b>			
(d) Indirect travel costs	<b>150</b>	X	
<b>One-time payment</b>			
(e) Programme related travel costs	<b>Lowest rates</b>		<i>Only for VLIR-UOS recognized inter-university programmes, recurrent payment upon submission of receipts</i>
(f) Installation allowance	<b>550</b>	X	<i>In the first year</i>
(g1) Didactic allowance 1	<b>500</b>	X	<i>In the first year</i>
(g2) Didactic allowance 2	<b>200</b>	X	<i>In the second year (if applicable)</i>
(h) Mailing allowance	<b>250</b>	X	<i>During the thesis year</i>

### Payments to the host unit

Reference amount	Basis (in €)	Lump sum	Remark
<b>Per month</b>			
(i) Insurance	<b>30</b>		<i>Indicative maximum. See insurance policy.</i>
<b>Per academic year</b>			
(j) Airline ticket	<b>Lowest rates</b>		<i>1 return ticket, economy class</i>
(k) Tuition fee	<b>Variable</b>		<i>Fee applicable to international students from non-EEA countries<sup>11</sup></i>

<sup>11</sup> Maximum fee of €906,1 for the academic year 2017-2018 for a full-time study of 60 credits

One-time payment			
(I) Bench fee	<ul style="list-style-type: none"> <li>• 0</li> <li>• 2.000</li> </ul>	X	<ul style="list-style-type: none"> <li>• ICP scholars</li> <li>• Scholars from IUC / TEAM / SI, during the thesis year</li> </ul>

## Guidelines and annotations

### Definition and duration

Study scholarships are granted in the framework of an academic education or training programme that lasts for more than six months and at maximum two academic years, and which leads to an official degree. It covers in principle at minimum 60 ECTS (European Credit Transfer and Accumulation System).

The duration of the study scholarship is limited to a period that starts at most 15 days before the start of the programme and that runs to the end of August for students that pass in the first examination period. This duration limit intends to stimulate the scholar to finish his/her study after the first examination period.

The scholarship ends no later than 15 September for students that enter a second examination period.

The scholarship can be extended only if the final examination results are officially announced at a later date or for urgent medical reasons, as proven by a doctor's certificate issued by a medical service or by a doctor approved by the university. This request must be submitted for approval to VLIR-UOS through the programme supervisor.

For two-year master programmes, students are allowed to go on summer leave. This leave is, however, subject to approval by the organising programme (e.g. having obtained a sufficient study credits). The organising programme is responsible for the practical arrangements regarding summer leave. During the summer leave the scholarship will not be suspended.

For two-year master programmes, the student must make a minimal study progress of 42 ECTS after the first scholarship year (including the second examination period) in order to continue to be granted the scholarship during the second scholarship year.

### Payments to the scholar

#### Per month

##### *(a) Allowance*

The basic allowance (covering cost of meals, any transport and personal expenses) excludes the accommodation allowance. The allowance is calculated on a monthly basis.

In the event the student's stay does not start on the first day of the month and/or end on the last day of the month, the allowance for those parts of the stay (incomplete months) should be calculated by dividing the monthly allowance by the total number of days in that month and multiplied by the actual number of days of his/her stay during that month.

##### *(b) Family supplement*

Payment for spouse (one per scholar) and legitimate child(ren), regardless of whether they are living in Belgium.

Family supplement applicants must also submit a marriage contract (legalised by the Belgian embassy, and – if applicable – by the responsible ministry of the country in question) or prove they have cohabitated for at least six months (cohabitation certificate, legalised by the Belgian embassy, and – if applicable – by the responsible ministry of the country in question).<sup>12</sup>

Children may be claimed to be “dependent” on the basis of birth or adoption certificates (legalised by the Belgian embassy, and – if applicable – by the responsible ministry of the country in question). The supplement is awarded from the day the child is registered. The maximum age for dependent children is 18 year. The maximum number of dependent children for whom a family supplement can be awarded is 5. Additional adoptions will not be taken into account after the scholarship application has been made or during the course of the scholarship.

The allowance is calculated on a monthly basis. In the event the student’s stay does not start on the first day of the month and/or end on the last day of the month, the family supplement for those parts of the stay (incomplete months) should be calculated by dividing the monthly family supplement amount by the total number of days in that month and multiplied by the actual number of days of his/her stay during that month.

### ***(c) Accommodation allowance***

The reference amount includes water and energy costs.

The accommodation allowance is in accordance with the time period mentioned in the rental contract. In case the scholarship is preliminary terminated, the accommodation allowance will be terminated accordingly. In this case, the scholar is responsible for accommodation costs resulting from the preliminary termination of the rental contract (for example severance pay).

The Belgian host university is responsible for arranging adequate accommodation and will receive the lump sum mentioned in the table. Priority should be given to university residences.

The scholar who refuses to accept the accommodation arranged for by the programme organiser or who opts to stay with friends or family, automatically and voluntarily renounces the accommodation allowance.

### **Per stay in Belgium**

#### ***(d) Indirect travel costs<sup>13</sup>***

This lump sum covers:

- Medical expenses for obtaining a doctor’s certificate (including costs for obligatory vaccinations and necessary medicines);
- Legalisation of documents;

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<sup>12</sup> If both partners receive a scholarship, the partner supplement will not be awarded. Only one of the partners will receive the family supplement for their legitimate children.

<sup>13</sup> A summer leave during a two-year master programme also generates indirect travel costs.

- Transportation to and from the embassy and/or airport in the home country and Belgium (remark: National flights as part of itinerary from or to Belgium are of course paid under “airline ticket (i)”);
- Visa application fee (in non-Belgian embassies), handling fees (for example from VFS) or sending costs for couriers.

Only for obtaining the visa<sup>14</sup> or for legalisation of documents, additional costs can be reimbursed if the scholar’s residence is far away from the embassy. In this case, the most economical national or international itinerary (airplane or bus, 1 economy ticket) must be chosen by the scholar and a per diem of € 20 per day and accommodation costs up to a maximum of €50 per night can also be paid for up to 10 days if required by the embassy. This cost can be reimbursed at the host university in Belgium upon submission of original receipts..

VLIR-UOS can accept other arrangements for the reimbursement of the indirect travel costs for scholars on the double condition that this is

- justified by the specific situation of the country
- approved by VLIR-UOS
  - for South programmes: by explicitly mentioning it in the programme management documents (e.g. IUC ‘management manual’) and timely communication to the parties involved;
  - for other VLIR-UOS-programmes: reimbursement of an exceptional expense is conditioned by approval by VLIR-UOS, prior to making the expense.

## **One-time payment**

### ***(e) Programme related travel costs***

These travel costs (for moving between Belgian campuses in different cities) will be reimbursed only if they concern an official interuniversity training programme or programme section, as recognized by VLIR-UOS (i.e. those ICPs that are officially labelled as ‘interuniversity’), and only for transportation costs between the cities of the universities that are part of the interuniversity project. This does not apply to IUC ‘programmes’ which are often by definition interuniversity cooperation based; the training programme itself needs to be interuniversity. The most economical transportation formula must be chosen (e.g. season ticket; bus or train).

### ***(f) Installation allowance***

This fixed lump sum will be paid at the start of the scholar’s first stay in Belgium<sup>15</sup>. It is to be used to cover all kinds of general expenses incurred by the student at the start of the scholarship (e.g. cooking materials and household utensils).

### ***(g1 & g2) Didactic allowance***

This fixed lump sum differs between the first year and subsequent years. It is to be used to cover all expenses for educational materials and study-related personal costs incurred by the scholar (paper, pens, manuals, courses, computer, storage media, etc.).

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<sup>14</sup> The DGD visa procedure must be followed to avoid unnecessary costs

<sup>15</sup> Because the installation allowance can only be granted one time per person, subsequent scholarships will not include this allowance.

It is possible for South programmes (such as IUC) to decide not to (fully) grant this allowance to the individual scholar, but to invest the (rest of the) allowance into the programme, on the condition that this policy is mentioned in the management manual of the programme, duly approved by VLIR-UOS and communicated to the involved parties.

#### ***(h) Mailing allowance***

This fixed lump sum will be paid at the end of the programme. The sum is to be used to cover all expenses for mailing/shipping teaching materials (manuals, courses, computer, etc.) back to the home country and includes thesis printing costs.

It is possible for South programmes (such as IUC) to decide not to (fully) grant this allowance to the individual scholar, but invest the (rest of the) allowance in the programme, on the condition that this policy is mentioned in the management manual of the programme, duly approved by VLIR-UOS and communicated to the involved parties.

### **Payments to the host unit**

#### **Per month**

##### ***(i) Insurance***

Insurance policies should minimally cover third party liability, health, personal injury and repatriation and should comply with the minimum requirements for a Schengen visa<sup>16,17</sup>. The Flemish host institution is expected to arrange insurance for the scholar at the indicative maximum cost mentioned in the table.

#### **Per academic year**

##### ***(j) Airline ticket***

Scholars are entitled to one return ticket in economy class per academic year, including necessary national flights. Additional airport tax is reimbursed separately upon submission of valid receipts<sup>18,19</sup>. In the rare case of an overnight transit stay in a hotel, these hotel costs can be reimbursed up to a maximum of €50 per night, together with a per diem of €20 per day. Excess weight of luggage can never be paid under airline ticket costs.

##### ***(k) Tuition fee***

Fee applicable to international students from non-EEA countries, depending on the institution's regulations but with a maximum of €906,10. Language courses are not paid for from tuition fees. Tuition fees are paid directly to the institution. This allowance is not transferred to the student's account.

#### **One-time payment**

##### ***(l) Bench fee for the Flemish host unit***

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<sup>16</sup> More information: <http://www.schengenvisainfo.com/schengen-visa-insurance/>

<sup>17</sup> Personal injury insurance is taken out for the student to cover injury as a result of an accident on campus or between the place of study and the place of residence of the scholar.

<sup>18</sup> Airport tax for the last return flight will be reimbursed based on the previous invoice of airport tax.

<sup>19</sup> Travel costs of family members of students are not reimbursed.

Lump sum that is awarded to the Flemish host unit during the thesis year to cover research and supervision costs. The bench fee allowance for the host unit is not paid if the scholar is following a VLIR-UOS funded master programme (ICP) and receives an ICP scholarship, because VLIR-UOS compensates the operational and organisational costs related to those programmes. However, if the scholar is following a VLIR-UOS funded master programme (ICP) and receives a scholarship paid by VLIR-UOS from a project budget (TEAM, IUC, JOINT, SI), the bench fee allowance will be paid. This is because for those extra scholarships no extra operational or organisational costs related to those programmes are budgeted on the ICP funding.

# PhD scholarships

## Reference amounts

### Payments to the scholar

Reference amount	Basis (in €)	Lump sum	Remark
<b>Per month</b>			
(a1) Allowance (Belgium)	<b>1665</b>	X	<i>All costs included, indexation every three years</i>
(a2) Allowance (home country or other country in the South)	<b>Variable</b>	X	<i>Aligned with regulations of the academic home institution and the VLIR-UOS programme, all costs included, as stipulated in the scholarship agreement.</i>
<b>Per stay in Belgium</b>			
(b) Indirect travel costs	<b>150</b>	X	
<b>One-time payment</b>			
(c) Installation allowance	<b>550</b>	X	<i>In the first year and only once per individual, hence not for former ICP scholars.</i>
(d) Mailing allowance	<b>700</b>	X	<i>Maximum amount, to be paid in the final year</i>

### Payments to the host unit

Reference amount	Basis (in €)	Lump sum	Remark
<b>Per month</b>			
(e) Insurance	<b>30</b>		<i>Indicative maximum. See insurance policy.</i>
(f1) Supervision allowance (Belgium)	<b>500</b>	X	<i>All programmes</i>
(f2) Supervision allowance (home country)	<ul style="list-style-type: none"> <li>• <b>0</b></li> <li>• <b>500</b></li> </ul>	X	<ul style="list-style-type: none"> <li>• <i>IUC, TEAM, SI projects</i></li> <li>• <i>ICP PhD scholars, fixed.</i></li> </ul>
(g1) Research allowance (Belgium)	<b>500</b>		<i>All programmes</i>



(g2) Research allowance (home country)	<ul style="list-style-type: none"> <li>• 0</li> <li>• 500</li> </ul>	<ul style="list-style-type: none"> <li>• IUC, TEAM, SI projects</li> <li>• ICP PhD scholars</li> </ul>
<b>Per academic year</b>		
(h) Tuition fee	<b>Lowest rates</b>	
(i) Airline ticket for the student	<b>Lowest rates</b>	<i>1 return ticket, economy class; in total maximum 4 per PhD scholarship</i>
(j) Airline ticket for the Belgian <u>or</u> local supervisor	<b>Lowest rates</b>	<i>1 return ticket, economy class; in total maximum 4 per PhD scholarship</i>
(k) Travel fee for the Belgian <u>or</u> local supervisor	<b>Per diem and hotel</b>	<i>Maximum 10 days</i>

## Guidelines and annotations

### Definition and duration

This scholarship is awarded for executing a doctoral research programme in Belgium of up to 4 years (48 months).

Up to 24 months (= 730 days) of this period may be spent in Belgium or the EU at maximum. We recommend to spend at least 16 months in Belgium, of which a considerable part is taken at the beginning and the end of the scholarship. The remaining period must be spent in the home country. This division between time spent in Belgium and time spent in the home country is why we call this kind of scholarships "sandwich" PhD scholarships.

### Payments to the scholar

#### Per month

##### **(a1 & a2) Allowance**

The basic allowance (for meals, personal transport and personal expenses) includes the accommodation allowance. Additional family supplements are not awarded.

The allowance is calculated on a monthly basis<sup>20</sup>. In the event the student's stay does not start on the first day of the month and/or end on the last day of the month, the allowance for those parts of the stay (incomplete months) should be calculated by dividing the monthly allowance by the total number of days in that month and multiplied by the actual number of days of his/her stay during that month.

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<sup>20</sup> Recipients of a Sandwich PhD Scholarship financed by VLIR-UOS are always affiliated to their home university (university in the home country) with whom they have an employment contract as academic staff member. At the Flemish host university they are registered as students. Fees related to a Sandwich PhD Scholarship are thus not subject to social security (RSZ) contributions (on the basis of a formal letter from the Federal Public Service Social Security dated 03.03.2014 with reference REG / KDN / 31.01.00 / 499262).

The allowance that is awarded locally (or in another country in the South) depends on the agreement between the academic home institution (AHI) and VLIR-UOS and has to be aligned with the regulations of the concerned VLIR-UOS programme. This means that the scholarship contract is to be negotiated with and signed by the AHI<sup>21</sup>. By awarding a monthly allowance we intend to optimise working conditions and availability of time for performing research. For equity reasons, the AHI can decide not to support a local allowance.

## **Per stay in Belgium**

### ***(b) Indirect travel costs***

This lump sum covers:

- Medical expenses for obtaining a doctor's certificate (including costs for obligatory vaccinations and necessary medication);
- Legalisation of documents;
- Transportation to and from the embassy and/or airport in the home country and Belgium (remark: national flights as part of itinerary from or to Belgium are of course paid under "airline ticket (i)");
- Visa application fee (in non-Belgian embassies), handling fees (for example from VFS) or sending costs for couriers.

Only for obtaining the visa<sup>22</sup> or for legalisation of documents, additional costs can be reimbursed if the scholar's residence is far away from the embassy. In this case, the most economical national or international itinerary (airplane or bus, 1 economy ticket) must be chosen by the scholar and a per diem of € 20 per day and accommodation costs up to a maximum of €50 per night can also be paid for up to 10 days, if a stay is required by the embassy. This cost can be reimbursed at the host university in Belgium upon submission of original receipts.

VLIR-UOS can accept other arrangements for the reimbursement of the indirect travel costs for scholars on the double condition that this is

- justified by the specific situation of the country
- approved by VLIR-UOS
  - for South programmes: by explicitly mentioning it in the programme management documents (e.g. IUC 'management manual') and by communicating it timely to the parties involved;
  - for other VLIR-UOS-programmes: reimbursement of an exceptional expense is conditioned by approval by VLIR-UOS, prior to making the expense.

## **One-time payment**

### ***(c) Installation allowance***

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<sup>21</sup> A maximum of 100% of a net (i.e. after tax deduction) local PhD salary/stipend (at institution level) can be awarded.

<sup>22</sup> The DGD visa procedure must be followed to avoid unnecessary costs:

<http://www.vliruos.be/en/ongoing-projects/guidelines-and-forms/procedure-for-visa/>

This fixed lump sum will be paid at the start of the scholar's first stay in Belgium, except for when one has already received an installation allowance from VLIR-UOS before<sup>23</sup>. It is to be used to cover all kinds of general expenses incurred by the student at the start of the scholarship (e.g. cooking materials and household utensils).

#### ***(d) Mailing allowance***

This lump sum will be paid after PhD completion, when the student returns to the home country. The sum is to be used to cover all expenses for mailing/shipping teaching materials (manuals, courses, computer, etc.) back to the home country.

It is possible for South programmes (such as IUC) to decide not to (fully) grant this allowance to the individual scholar, but invest the (rest of the) allowance in the programme, on the condition that this policy is mentioned in the management manual of the programme, duly approved by VLIR-UOS and communicated to the involved parties.

### **Payments to the host unit**

#### **Per month**

#### ***(e) Insurance***

Insurance policies should minimally cover third party liability, health, personal injury and repatriation and should comply with the minimum requirements for a Schengen visa<sup>24</sup>. The Flemish host institution is expected to arrange insurance for the scholar at the indicative maximum cost mentioned in table for their stay in Belgium. The scholar is responsible him/herself for insurance coverage in the home country.

#### ***(f1 & f2) Supervision allowance***

This allowance (lump sum) intends to cover expenses incurred by the scholar. It is meant to support the host unit. The allowance follows the student's actual location, but is paid to the supervisor's unit/division.

The allowance is calculated on a monthly basis. In the event the student's stay does not start on the first day of the month and/or end on the last day of the month, the allowance for those parts of the stay (incomplete months) should be calculated by dividing the monthly supervision allowance by the total number of days in that month and multiplied by the actual number of days of his/her stay during that month.

For students carrying out a PhD within an IUC, TEAM or SI project, the supervision allowance is paid only to the Belgian host unit. Locally, the host unit benefits from project support to supervise the researcher.

#### ***(g1 & g2) Research allowance***

This allowance intends to cover material necessities linked to specific research by the scholar (support to the university). The allowance is meant to support the student and is paid to the Flemish host university. This allowance is not a lump sum: expenses need to be justified with invoices, receipts or bank transactions, handed over to the Flemish university for reimbursement. Conference participation

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<sup>23</sup> Because the installation allowance can only be granted one time per person, subsequent scholarships will not include this allowance.

<sup>24</sup> More information: <http://www.schengenvisainfo.com/schengen-visa-insurance/>

can also be reimbursed from this budget line (e.g. subscription fee, transportation costs, hotel allowance). However, conference participation can in no case give right to a per diem, since the scholar already receives a scholarship allowance (a).

The allowance is calculated on a monthly basis and paid by VLIR-UOS to the Flemish university, which is responsible for payment to the local host unit. Since the purpose of this allowance is to provide the PhD research with sufficient means (research materials) and not to structurally fund the local research unit, this allowance is no lump sum. It is invoice-based so all justification documents (invoices, receipts,...) are to be gathered by the scholar/local research unit, in order to obtain reimbursement. Provided the substantial cost of some research materials however, the Flemish university is allowed to make large advance payments of maximum the equivalent of an annual research allowance (= maximum of 12 \* the monthly research allowance per reference year<sup>25</sup>). The unused balance (i.e. expenses for which no justification documents can be provided, or are provided too late, or with a date later than 31 December of the calendar year) is not transferrable to the next calendar year.

For students carrying out a PhD within an IUC, TEAM or SI project, the research allowance can only be awarded for the periods the student stays in Belgium. Locally, the student benefits from project support to acquire the necessary equipment and logistics.

The allowance is calculated on a monthly basis. In the event the student's stay does not start on the first day of the month and/or end on the last day of the month, the research allowance for those parts of the stay (incomplete months) should be calculated by dividing the monthly research allowance by the total number of days in that month and multiplied by the actual number of days of his/her stay during that month.

## **Per academic year**

### ***(h) Tuition fee***

Variable amount, depending on the institution. Lowest applicable rates must be granted by the university that runs the programme in which the student is enrolled. Language courses are not paid for with tuition fees. Tuition fees are paid directly to the institution and hence not transferred to the student's account.

### ***(i) Airline ticket***

Scholars are entitled to one return ticket in economy class per academic year, including necessary national flights. This implies maximum 4 tickets for the total scholarship period, given the maximum duration of 48 months. This principle also applies to non-consecutive scholarship months. Additional airport tax is reimbursed separately upon submission of valid receipts<sup>26</sup> <sup>27</sup>. In the rare case of an overnight transit stay in a hotel, these hotel costs can be reimbursed up to a maximum of €50 per night, together with a per diem of €20 per day. Excess weight of luggage can never be paid under airline ticket costs.

### ***(j) Airline ticket for the Belgian or local supervisor***

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<sup>25</sup> For ICP PhD, the calendar year applies, i.e. 1 January until 31 December. For IUC and TEAM, the calendar year does not apply; instead the respective AP year applies.

<sup>26</sup> Airport tax for the last return flight will be reimbursed based on the previous invoice of airport tax.

<sup>27</sup> Travel costs of family members of students are not reimbursed.

In addition to the supervision allowance, one return airline ticket (economy class) is granted every year (maximum 4 per scholarship) to either the Belgian or the local supervisor in order to meet and discuss the scholar's progress.

***(k) Travel fee for the Belgian or local supervisor***

A daily subsistence allowance and accommodation fee can be paid for up to 10 days<sup>28</sup>. Additionally, costs for obtaining the visa<sup>29</sup>, necessary vaccinations and/or malaria prevention are also reimbursed. Finally, transportation to and from the embassy and/or airport in the home country and Belgium are reimbursed.

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<sup>28</sup> A list with actual international per diem amounts and maximum hotel allowances can be consulted on: [www.vliruos.be/en/documents/guidelines\\_and\\_forms/131#general-guidelines-and-forms](http://www.vliruos.be/en/documents/guidelines_and_forms/131#general-guidelines-and-forms)

<sup>29</sup> Additional costs for obtaining the visa can be reimbursed if the supervisor's residence is far away from the Embassy. In this case, the most economical national or international itinerary (airplane or bus, 1 economy ticket) must be chosen and a per diem and accommodation costs can also be paid for up to 10 days if required by the embassy. This cost can be reimbursed at the host university in Belgium upon submission of original receipts.