



**Allowances and guidelines
for scholarships
facilitating
a stay in Belgium**

valid from academic year 2018-2019 or
1 September 2018

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Introduction

These scholarship guidelines have been revised by the Belgian ministry for development cooperation in June 2018 on the basis of international benchmarking, with an intend to maintain and even increase the number of scholarships that VLIR-UOS can award to students, researchers or professionals from the South in a context of budgetary constraints, and in view of administrative simplification.

These scholarship guidelines are a summary of the “*harmonisation of the typology and contributions for DGD funded grants*”¹. They give an overview of the scholarship amounts applicable to VLIR-UOS scholars that are nationals and residents of a country on the list of [partner or scholarship countries](#) of VLIR-UOS.

The current guidelines and amounts are valid for all VLIR-UOS programmes providing scholarships that facilitate a study or research stay in Belgium². All **new scholarships** in the framework of the **academic year 2018-2019** and all **new scholarships from 1 September 2018** onwards will follow the guidelines as described in this document.

These guidelines do not apply to scholarships that started before 1 September 2018 and for which agreements have been signed already. For those the [scholarship guidelines up to august 2018](#) apply.

The guidelines are subject to periodic change, following implementation decisions by DGD. The allowances that can be subject to indexation are indicated³. All allowances are expressed in terms of euros.

The scholarships are divided into 3 types:

- **Short term** allowances are awarded for all academic education, training or research stays for **which no Study (Ma, MSc,...) or Doctoral (PhD) scholarship** is awarded⁴ and that last between:
 - 7 days and 17 days: based on a daily allowance
 - 18 days – 31 days: based on a standard monthly allowance
 - > 1 month - 6 months: based on a monthly allowance (pro rata)
- **Study** scholarships are granted in the framework of an academic education or training programme lasting at least six months and at most two academic years (in principle minimum 60 ECTS) and leading to a master’s diploma.
- **Doctoral (PhD)** scholarships are granted in the framework of an academic research programme in Belgium for up to 4 years and leading to a doctoral degree.

Please note that so-called **visits are not supported with a scholarship** but use the system of [per diem and hotel allowance](#):

- all academic education, training or research stays lasting between **1 and 6 days**;

¹ 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 and revised in June 2018). DGD is the Directorate-General for Development Cooperation and Humanitarian Aid of the Belgian Government and funds all VLIR-UOS activities.

² These programmes are, among possible new programmes: TEAM, IUC, NETWORK, JOINT, SI, ITP, ICP and Global Minds (list of abbreviations, see below).

³ The earliest indexation will be possible the 1st of January 2022.

⁴ A scholarship awarded in the framework of a PhD research for which someone 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.

- stays outside the framework of academic education, training or research, lasting maximally 3 weeks (e.g. planning meetings).

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 Flemish host university which 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 allowances:

- **Lump sum**: this is an allowance for which the amount has been determined on the basis of former expenses and international benchmarking, the justification of which consists of (i) the scholarship guidelines and (ii) the agreement signed between VLIR-UOS, the Flemish host university, the possible partner university and the scholar. However, in the framework of financial control, the university must be able to present proof of bank transactions to or a declaration of receipt from the respective scholar, upon request;
- **Expenses that must be accounted for**: these expenses must be accounted for individually with receipts, invoices, bank transactions and / or other supporting documents (e.g. airline tickets, insurance).

| | |
|----------|------------------------------------------------------------------------------------------------------------|
| AP | Annual programme |
| AHI | Academic home institution |
| ENABEL | Belgian Development Agency |
| DGD | Directorate-General for Development Cooperation and Humanitarian Aid |
| HEI | Higher education institution (university or university college) |
| JOINT | Joint (Inter)national Academic Networking |
| GM | Global Minds |
| ICP | International Master Programme |
| ICP PhD | PhD scholarships for graduates from ICP Programmes |
| ITM | Institute of Tropical Medicine |
| ITP | International Training Programme |
| IUC | Institutional University Cooperation |
| RBINS | Royal Belgian Institute of Natural Sciences |
| RMCA | Royal Museum for Central Africa |
| 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 |

Short term allowances

Reference amounts

Payments to the scholar

| Guidelines and amounts | | | |
|-------------------------------|----------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reference amount | Basis (in EUR) | Lump sum | Remark |
| ≤17 days | | | |
| (a1) Allowance | 83 | X | <i>Training within a Flemish HEI</i> Daily allowance for a stay between 7 and 17 days. All costs included. |
| ≥18 days – 31 days | | | |
| (a2) Allowance | 1400 | X | <i>Training within a Flemish HEI</i> <u>Standard</u> monthly allowance for a stay between 18 and 31 days. All costs included. |
| >31 days – 6 months | | | |
| (a3) Allowance | 1400 | X | <i>Training within a Flemish HEI</i> Allowance for a stay for over one month and up to 6 months, based on a monthly fee (pro rata). All costs included. |
| Per stay in Belgium | | | |

| | | | |
|------------------------------------|--------------|---|-------------------------------------------------------------------------------------------------------------------------------------------|
| (b) Indirect travel costs | 150 | X | |
| (c) Programme related travel costs | Lowest Rates | | Only for recognised ITP programmes organized in collaboration between different Flemish universities, payment upon submission of receipts |

Payments to the host unit or institution

| Guidelines and amounts | | | |
|----------------------------|----------------|----------|-------------------------------------------------------------------------------------------------------------------------------------|
| Reference amount | Basis (in EUR) | Lump sum | Remark |
| Per day | | | |
| (d) Bench fee | 54 | X | Scholar selected in the framework of an ITP (fixed) |
| | 16 | X | Scholar selected in the framework of South projects or GM (fixed) |
| (e) Insurance | 2 | | Indicative maximum. See insurance policy. |
| Per stay in Belgium | | | |
| (f) Airline ticket | Lowest rates | | 1 return ticket, economy class |
| One-time payment | | | |
| (g) Tuition fee | Variable | | For trainings which are not financed by VLIR-UOS : lowest rates For trainings financed by VLIR-UOS (ITP) : <u>not applicable</u> |

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. For ITP programmes the maximum duration of the total stay cannot exceed 90 days, due to visa requirements. The period of stay is in principle the same for all scholars of the same short term programme, although slight differences can be justified due to the availability of flights.

This short term allowances scheme does not apply to stays in Belgium in the framework of “sandwich” PhD research, even if the duration of stay of the PhD scholar is less than 6 months. The PhD allowances’ scheme always applies to scholars who are registered as PhD scholar to the Flemish university.⁵ If a PhD scholar would participate in an ITP programme, he or she would continue to receive his/her PhD scholarship and the research or supervision allowance can be used to pay a bench fee to the unit organising the ITP programme (see also (d) bench fee and (g) tuition fee).

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), can justify more than one airline ticket but multiple short term stays per calendar year are to be avoided so as to reduce the travel cost and carbon footprint to a minimum.

Payments to the scholar

Per day

(a1, a2, a3) Allowance

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

If the Flemish host university (college) arranges adequate accommodation for the scholars (e.g. ITP scholars), the host university can decide to pay the accommodation costs directly and thus deduct the cost of the accommodation from the allowance of the scholar. In this case, priority should be given to student residences, especially for programmes lasting longer than 2 weeks. The scholar should always be informed in advance about these arrangements.

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, depending on the availability of flights.

⁵ Please note that local PhDs who are not registered as a PhD student at the Flemish university and who visit the Flemish university (college) for a short period of time (up to 6 months) for a training or research are considered short term scholars.

The allowance is differentiated on the basis of the **duration of the programme and stay** with a maximum of 1400 EUR for 31 days:

- **7 days-17 days: daily allowance of 83 EUR**
e.g. research stay of 10 days: 83 EUR x 10 = 830 EUR
e.g. research stay of 16 days: 83 EUR x 16 = 1328 EUR
- **18 days - 31 days: standard allowance of 1400 EUR (not pro rata!)**
e.g. research stay of 22 days: allowance of 1400 EUR
e.g. training of 28 days: allowance of 1400 EUR
- **>31days – 6 months: allowance based on monthly fee of 1400 EUR (pro rata)**

In the event a scholar stays more than one month the allowance is calculated pro rata, by multiplying the total number of days by the allowance of 1400 EUR, and dividing this **amount by 31⁶**:

e.g. training of 71 days: $71 \times 1400 \text{ EUR} / 31 = 3206 \text{ EUR}$

e.g. training of 42 days: $42 \times 1400 \text{ EUR} / 31 = 1897 \text{ EUR}$

Per stay in Belgium

(b) Indirect travel costs

This allowance 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");
- Visa application fee (in non-Belgian embassies), handling fees (for example from Visa Facilitation Services (VFS)) or mailing costs for couriers.

For obtaining the visa⁷ or for legalisation of documents, additional costs can be reimbursed if the scholar's residence is situated far from the embassy/diplomatic post:

- If the responsible diplomatic post is not located in the country of residence of the scholar and he/she is obliged to travel to another country;
- If visiting the diplomatic post requires an overnight stay.

⁶ The reference number is always 31 days in order to allow a consistent and uniform approach for all short term scholars, independent of the month they arrive. The total number of days of the stay is thus multiplied by the allowance of 1400 EUR and always divided by 31.

⁷ The [DGD visa procedure](#) must be followed.

In this case, the following costs can be reimbursed, if approved and upon submission of original receipts to the Flemish host university:

- the most economical national or international itinerary (airplane or bus or ..., 1 economy ticket)
- for South programmes a per diem of maximum 25 EUR per day OR the local per diem as agreed on and accommodation costs up to a maximum of 50 EUR per night for up to maximum 10 days (only if a stay is required by the embassy).
- for ITP/ICP scholars a per diem of maximum 20 EUR per day and accommodation costs up to a maximum of 50 EUR per night for up to maximum 10 days (only if a stay is required by the embassy).

For ITP/ICP programmes, scholars need to seek approval of VLIR-UOS **prior** to making the costs. If costs were approved, they will be reimbursed 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: if explicitly **mentioned 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.

(c) Programme related travel costs

Costs for traveling between Flemish campuses in different cities will be reimbursed only if they take place in the framework of an **official interuniversity training programme organised by different Flemish universities and as recognized by VLIR-UOS**, and only for transportation costs between the cities of the Flemish universities that are part of the interuniversity project. The most economical transportation formula must be chosen (e.g. season ticket; bus or train, or ...) and proof needs to be submitted by the scholar. The host institution is responsible for supporting the scholar finding the most economical formula.

Payments to the host unit or institution

Per day

(d) Bench fee for the Flemish host unit

The bench fee is a payment to the host unit and is a contribution to the costs incurred in the provision of workspaces and laboratories, the use of study material, research equipment and computing hardware and software, supervision of scholars, etc.

The bench fee is calculated by multiplying the bench fee amount by the actual number of days the scholar is staying at the Flemish institution.

- For **VLIR-UOS funded ITP programmes** the bench fee amount of 54 EUR is used to calculate **the programme fee** (54 x number of scholarship holders (12) x numbers of days). The bench fees are thus combined in a programme fee that is awarded in the framework of the ITP programme agreement with the ITP promoter. The programme fee is provided to cover basic costs for the organization of the training (e.g. personnel costs of staff members involved in the training, use of facilities and material). The **scholar** receives the scholarship in the framework of the scholarship agreement managed by the host university.
- The bench fee for a short term scholar who is selected within the framework of the Global Minds programme or a VLIR-UOS programme or project in the South, is paid by the project or programme budget (GM, TEAM, IUC, SI, JOINT, NETWORK) and cannot exceed the maximum amount of 16 EUR, **even if the scholar would attend a VLIR-UOS funded ITP programme.**

(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 visa⁸. 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

(f) Airline ticket

Scholars are entitled to one return ticket in economy class per stay in Belgium, including necessary national flights. Travel costs or costs related to the visa application of family members are never reimbursed. Additional airport tax is reimbursed separately upon submission of valid receipts⁹. In the rare case of an overnight transit stay in a hotel, these hotel costs can be reimbursed up to a maximum of 50 EUR per night, together with a per diem of 20 EUR per day. Excess weight of luggage can never be paid.

One-time payment

(g) Tuition fee

The tuition fee is a payment to the university or other institution (e.g. ITM, RMCA, RBINS) organizing the training programme in which the scholar is enrolled. It includes charges for tuition, examination and registration of the scholar. The tuition fee amount can vary, depending on the institution, but the lowest applicable rates must be granted by the institution that runs the programme. Tuition fees for language courses are never paid for. The scholar has to pay from his / her own scholarship allowance.

A tuition fee can only be paid for project scholars¹⁰ who attend a training programme that is **not financed by VLIR-UOS**. Participation in such a training programme and the payment of a tuition fee, need to be approved by the promotor and project coordinator, taking into account the value for money of the training as well as the impact of the expenses on the project budget. In case a scholar attends a training programme and a tuition fee is paid, an additional bench fee can never be paid for.

⁸ More information: <http://www.schengenvisainfo.com/schengen-visa-insurance/>

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

¹⁰ Scholars selected for a scholarship within the framework of the Global Minds programme or a VLIR-UOS programme or project in the South (TEAM, IUC, SI, JOINT, NETWORK).

Study scholarships

Reference amounts

Payments to the scholar

| Guidelines and amounts | | | |
|------------------------------------|----------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reference amount | Basis (in EUR) | Lump sum | Remark |
| Per month | | | |
| (a) Allowance | 1150 | X | All costs included. Possible indexation January 2022. |
| One-time payment | | | |
| (b) Indirect travel costs | 150 | X | |
| (c) Logistical allowance | 850/700 | X | Two-year/one-year master programmes |
| (d) Programme related travel costs | Lowest rates | | Only for recognised VLIR-UOS ICP programmes in collaboration between different Flemish universities ¹¹ , payment upon submission of receipts |

¹¹ International Master of Science in Food Technology; International Master of Water Resources Engineering; International Master of Science in Marine and Lacustrine Science and Management
Version 27/09/2018 – Study Scholarships

Payments to the host unit or institution

| NEW guidelines and amounts (proposal) | | | |
|---------------------------------------|----------------|----------|------------------------------------------------------------------------------------------|
| Reference amount | Basis (in EUR) | Lump sum | Remark |
| Per month | | | |
| (e) Insurance | 40 | | Indicative maximum. According to insurance policy. |
| Per scholarship | | | |
| (f) Airline ticket | Lowest rates | | 1 ticket to Belgium, one ticket to the home country, economy class |
| Per academic year | | | |
| (g) Tuition fee | Variable | | Standard tuition fee for full registration to a master programme (60 ECTS) ¹² |

¹² Maximum fee of EUR 922,3 for the academic year 2018-2019 for a full-time study of 60 credits at each of the Flemish universities.

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. The programme covers in principle a minimum of 60 ECTS (European Credit Transfer System).

The duration of the study scholarship:

- for a one-year ICP master programme is standard 12 months¹³
- for a two-years ICP master programme is standard 24 months¹⁴
- for other study scholarships is limited to at most 10 days before the start of the programme till 10 days after the programme finishes.

A scholarship can be postponed or in rare cases extended in case of urgent medical reasons, as proven by a doctor's certificate issued by a medical service or by a doctor approved by the university. A request must be submitted for approval to VLIR-UOS through the programme supervisor prior to the prolongation.

For two-year master programmes, scholars are allowed to go on summer leave. This leave is, however, subject to approval by the organising programme (e.g. depending on required participation in a summer course). During the summer leave, the scholarship will not be suspended but other costs like airline tickets are the responsibility of the scholar and are thus not paid for by the scholarship.

For two-year master programmes, the scholar 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. The decision whether or not to continue is taken by the programme authorities in collaboration with VLIR-UOS.

Payments to the scholar

Per month

(a) Allowance

The basic allowance of 1150 EUR per month covers the cost of meals, transport, personal expenses and accommodation.

It is the responsibility of the Flemish host university to arrange accommodation for master scholars (e.g. ICP). In some cases the scholars have to pay for their accommodation from their scholarship themselves. In other cases the accommodation cost will be paid directly by the university and will thus

¹³ If the scholar graduates after the first examination period, the scholarship continues to be paid even after the scholar returns home, once he/she is graduated. This is an incentive to graduate in a minimum amount of time.

¹⁴ If the scholar graduates after the first examination period, the scholarship continues to be paid even after the scholar returns home, once he/she is graduated. This is an incentive to graduate in a minimum amount of time.

be deducted from the monthly allowance. In that case the university should inform the scholars about these practical arrangements in advance. Priority should be given to university residences.

For study stays **outside ICP master programmes** whereby the scholar'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 31 days and multiplying it by the actual number of days of his/her stay during that month. For example: a master scholar starts on the 24th of September: allowance for September = 1150 EUR x 7/31 = 260 EUR

In case the scholarship is preliminary terminated, the scholar is responsible for accommodation costs resulting from the preliminary termination of the rental contract (for example severance payment).

Per stay in Belgium

(b) Indirect travel costs

This allowance 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 separately (see heading "[airline ticket \(e\)](#)");
- Visa application fee (in non-Belgian embassies), handling fees (for example from Visa Facilitation Services (VFS)) or mailing costs for couriers.

For obtaining the visa¹⁵ or for legalisation of documents, additional costs can be reimbursed if the scholar's residence is situated far from the embassy/diplomatic post:

- If the responsible diplomatic post is not located in the country of residence of the scholar and he/she is obliged to travel to another country;
- If visiting the diplomatic post requires an overnight stay.

In this case, the following costs can be reimbursed, if approved and upon submission of original receipts to the Flemish host university:

- the most economical national or international itinerary (airplane or bus or ..., 1 economy ticket)
- for South programmes a per diem of maximum 25 EUR per day OR the local per diem as agreed on and accommodation costs up to a maximum of 50 EUR per night for up to maximum 10 days (only if a stay is required by the embassy).
- for ITP/ICP scholars a per diem of maximum 20 EUR per day and accommodation costs up to a maximum of 50 EUR per night for up to maximum 10 days (only if a stay is required by the embassy).

¹⁵ [The DGD visa procedure](#) must be followed

For ITP/ICP programmes, scholars need to seek approval of VLIR-UOS **prior** to making the costs. If costs were approved, they will be reimbursed 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

(c) Logistical allowance

The logistical allowance is to be used to cover among other things:

- all kinds of general expenses related to living in Belgium incurred by the scholar at the start of the scholarship (e.g. cooking materials, household utensils, ...);
- all expenses for educational materials and study-related personal costs incurred by the scholar (paper, pens, manuals, courses, computer, storage media, etc);
- all expenses for thesis printing and mailing/shipping teaching materials (manuals, courses, computer, etc.) back to the home country.

The allowance is a one-time payment and can be paid at the beginning of the programme.

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, including scholars.

(d) Programme related travel costs

Costs for traveling between Flemish campuses in different cities will be reimbursed only if they take place in the framework of an **official interuniversity master programme organised by different Flemish universities and as recognized by VLIR-UOS**, and only for transportation costs between the cities of the Flemish universities that are part of the interuniversity project. The following ICP programmes are officially labelled as interuniversity programmes: Master of Science in Food Technology (KU Leuven and UGent), Master of Science in Water Resources Engineering (KU Leuven and VUB), Master of Science in Marine and Lacustrine Science and Management (VUB, UA and UGent).

The most economical transportation formula must be chosen (e.g. season ticket; bus or train, or ...) and proof needs to be submitted by the scholar. The host institution is responsible for supporting the scholar finding the most economical formula.

Payments to the host unit or institution

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 visa¹⁶. The Flemish host institution is expected to arrange insurance for the scholar at the indicative maximum cost mentioned in the table.

Per scholarship

(f) Airline ticket

Scholars are entitled to a ticket in economy class to travel to Belgium at the beginning of the scholarship and a ticket to travel to the home country at the end of the scholarship. Travel costs or visa related costs of family members are never reimbursed. Additional airport tax is reimbursed separately upon submission of valid receipts¹⁷. In the rare case of an overnight transit stay in a hotel, these hotel costs can be reimbursed up to a maximum of 50 EUR per night, together with a per diem of 20 EUR per day. Excess weight of luggage will never be reimbursed.

Per academic year

(g) Tuition fee

Standard tuition fee for full time registration to a master programme (one academic year) of 60 ECTS (diploma or credit contract)¹⁸. Language courses are neither paid from tuition fees nor paid separately. The scholar has to pay for possible language courses from the scholarship. **The tuition fee is not transferred to the scholar's account** but tuition fees are paid directly to the institution.

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

¹⁷ Airport tax for the last return flight will be reimbursed based on the previous invoice of airport tax.

¹⁸ Maximum fee of EUR 922,3 for the academic year 2018-2019 for a full-time study of 60 credits

PhD scholarships¹⁹

Reference amounts

Payments to the scholar

| Guidelines and amounts | | | |
|-------------------------------------------------------------|----------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reference amount | Basis (in EUR) | Lump sum | Remark |
| Per month | | | |
| (a1) Allowance (Belgium) | 1500 | X | All costs included. Possible Indexation January 2022. |
| (a2) Allowance (home country or other country in the South) | Variable | X | Aligned with regulations of the academic home institution and the VLIR-UOS programme, all costs included, as stipulated in the scholarship agreement. |
| Per stay in Belgium | | | |
| (b) Indirect travel costs | 150 | X | |
| One-time payment | | | |
| (c) Logistical allowance | 850 | X | Only once per individual, for a minimum total stay of 1 year in Belgium . Only in the framework of IUC, NETWORK, TEAM and GM. |

¹⁹ No PhD scholars are to be foreseen in South Initiatives projects. Exceptionally, the finalisation, round-up of an ongoing PhD can be financed but this should then be instrumental within the project focus and receive prior approval. In case this occurs the same guidelines apply.

Payments to the host unit or institution

| Reference amount | Basis (in EUR) | Lump sum | Remark |
|---------------------------------------------------------------|----------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Per month | | | |
| (d) Insurance | 40 | | Indicative maximum. According to insurance policy. |
| (e1) Supervision allowance (Belgium) | 300 | X | All programmes |
| (e2) Supervision allowance (home country) | <ul style="list-style-type: none"> • 300 • 0 | X | <ul style="list-style-type: none"> • Global Minds • IUC, NETWORK, TEAM projects |
| (f1) Research allowance (Belgium) | 500 | | All programmes. Upon submission of receipts. |
| (f2) Research allowance (home country) | <ul style="list-style-type: none"> • 500 • 0 | | <ul style="list-style-type: none"> • Global Minds. Upon submission of receipts. • IUC, NETWORK, TEAM projects |
| Per scholarship | | | |
| (g) Tuition fee (2 times) | Lowest rates ²⁰ | | Only in the first and final year of the PhD |
| (h) Airline ticket for the scholar | Lowest rates | | <ul style="list-style-type: none"> • Global Minds: 1 return ticket, economy class, maximum 4 per PhD scholarship • IUC, NETWORK, TEAM projects: in principle maximum 4 return tickets, economy class, per PhD scholarship |
| (i) Airline ticket for the Belgian <u>or</u> local supervisor | Lowest rates | | 1 return ticket, economy class, maximum 4 per PhD |

²⁰ Tuition fee doctorate- and doctoral training programme can be maximum 461 EUR for the academic year 2018-2019
Version 27/09/2018 – PhD Scholarships

| | | |
|-----------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| | | scholarship. Only for individual scholarships (GM): scholars that are not involved in a VLIR-UOS supported project in the South |
| (j) Travel fee for the Belgian <u>or</u> local supervisor | Per diem and hotel | Maximum 10 days. Only for individual (GM) scholarships: scholars that are not involved in a VLIR-UOS supported project in the South |

Guidelines and annotations

Definition and duration

This scholarship is awarded to execute a doctoral research programme in Belgium of up to 4 years (maximum of 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 is spent in the home country as the objective is to stay connected to the local research environment. The PhD student remains appointed and remunerated by the local partner institution but will conduct the PhD research within the framework of this assignment, both at the Flemish university and the local partner institution. 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 of 1500 EUR (for meals, personal transport and personal expenses) includes the accommodation allowance. This allowance is considered a compensation for living expenses in Belgium. This is thus not a salary.

The allowance is calculated on a monthly basis. Recipients of a sandwich PhD scholarship financed by VLIR-UOS are always affiliated to an academic home institution (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. Allowances related to a sandwich PhD scholarship are thus not subject to social security (RSZ) contributions. Formal exception from RSZ was awarded by the Federal Public Service Social Security by letter dated 03.03.2014 with reference REG / KDN / 31.01.00 / 499262.

In the event the scholar’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 31 days and multiplying by the actual number of days of his/her stay during that month²¹. E.g. stay till 13th of June: Allowance for June = 1500 EUR x 13 /31 = 629 EUR.

An allowance can be awarded locally (or in another country in the South), depending on the agreement between the academic home institution (AHI) and VLIR-UOS and in alignment with the regulations of the concerned VLIR-UOS programme. This means that the scholarship contract is to be negotiated with and signed by the AHI²². By awarding a monthly allowance we intend to optimise working

²¹ The reference number is always 31 days in order to allow a consistent and uniform approach for all PhD scholars, independent of the month they arrive. The total number of days of the stay is thus multiplied by the allowance of 1500 EUR and always divided by 31.

²² A maximum of 100% of a net (i.e. after tax deduction) local PhD stipend (at institution level) can be awarded. The amount cannot exceed the 1500 EUR that is foreseen as a fee in Belgium.

conditions and availability of time for performing research in order to complete the PhD within the foreseen timeframe. For equity reasons, the AHI can decide not to support a local allowance.

Per stay in Belgium

(b) Indirect travel costs

This allowance 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 (requested by external visa services like Visa Facilitation Services or mailing costs for couriers).

For obtaining the visa²³ or for legalisation of documents, additional costs can be reimbursed if the scholar's residence is situated far from the embassy/diplomatic post:

- If the responsible diplomatic post is not located in the country of residence of the scholar and he/she is obliged to travel to another country;
- If visiting the diplomatic post requires an overnight stay.

In this case, the following costs can be reimbursed, if approved and upon submission of original receipts to the Flemish host university:

- the most economical national or international itinerary (airplane or bus or ..., 1 economy ticket)
- for South programmes a per diem of maximum 25 EUR per day OR the local per diem as agreed on and accommodation costs up to a maximum of 50 EUR per night for up to maximum 10 days (only if a stay is required by the embassy).

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.

²³ The [DGD visa procedure](#) must be followed.

One-time payment

(c) Logistical allowance

The logistical allowance is to be used to cover among other things²⁴:

- all kinds of general expenses related to living in Belgium incurred by the scholar at the start of the scholarship (e.g. cooking materials, household utensils...);
- all expenses for educational materials and study-related personal costs incurred by the scholar (paper, pens, manuals, courses, computer, storage media...);
- all expenses for thesis printing and mailing/shipping teaching materials (manuals, courses, computer,...) back to the home country.

The allowance can be paid at the beginning of the PhD scholarship.

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, including scholars.

Payments to the host unit or institution

Per month

(d) Insurance

Insurance policies should minimally cover third party liability, health, personal injury and repatriation and should comply with the minimum requirements for a Schengen visa²⁵. 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 in between the stays in Belgium.

(e1 & e2) Supervision allowance

This allowance (lump sum) intends to cover expenses incurred by the scholar. The allowance follows the student's actual location, but is paid to the supervisor's unit/division. Overall the supervisor defines the use of the allowance in dialogue with the PhD scholar but the Flemish host university can decide to outline general rules and regulations with regard to the use of the supervision allowance in support of the research of all scholars on their campus.

The allowance is calculated on a monthly basis. In the event the scholar'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 31 days and multiplying by the actual number of days of his/her stay during that month²⁶.

²⁴ This is a one-time payment. Subsequent scholarships will not include this allowance.

²⁵ More information: <http://www.schengenvisainfo.com/schengen-visa-insurance/>

²⁶ The reference number is always 31 days in order to allow a consistent and uniform approach for all PhD scholars, independent of the month they arrive.

For scholars carrying out a PhD within an IUC, NETWORK or TEAM²⁷ project, the supervision allowance is paid only to the Flemish host unit. Locally, the host unit benefits from programme or project support to supervise the researcher.

(f1 & f2) Research allowance

This allowance intends to cover material necessities linked to specific research by the scholar. The allowance is meant to support the student and is paid to the Flemish host university. The PhD scholar defines the use of the allowance in dialogue with the promoter. The Flemish host university can decide to outline general rules and regulations with regard to the use of the research allowance in support of the research of all scholars on their campus.

The allowance is calculated on a monthly basis with a maximum of 500 EUR per month. Provided the substantial cost of some research materials, the Flemish university is allowed to make large payments of maximum the equivalent of the number of months of the research stay at the Flemish university in a specific activity year, multiplied by the monthly allowance maximum of 500 EUR.

The allowance is paid 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 invoice-based: all justification documents (invoices, receipts,...) are to be gathered by the scholar/local research unit, in order to obtain reimbursement.

Conference participation or participation in a training programme can also be reimbursed from this budget line. Costs that can be reimbursed are a subscription fee, a tuition fee (only for training programmes that are not financed by VLIR-UOS) or a bench fee (for training programmes that are financed by VLIR-UOS) and transportation costs. However, conference participation or training attendance, can in no case give right to a per diem, since the scholar already receives a scholarship allowance (a). In case of conference participation, additional hotel costs can be reimbursed if necessary.

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

Per academic year

(g) Tuition fee

A tuition fee for PhD scholars can be paid in the first and final year. Amounts can vary, depending on the host institution but lowest applicable rates²⁸ must be granted by the university that runs the programme in which the scholar 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 scholar's account.

(h) Airline ticket scholar

²⁷ As indicated in the overview, PhD scholars cannot be financed by South Initiatives' funding. Exceptionally the finalisation of an ongoing PhD, instrumental to the project and, based on prior approval, can be financed.

²⁸ 461 EUR for academic year 2018-2019

Scholars are entitled to one return ticket in economy class every 12 months, including necessary national flights²⁹. Additional airport tax is reimbursed separately upon submission of valid receipts³⁰. In the rare case of an overnight transit stay in a hotel, these hotel costs can be reimbursed up to a maximum of 50 EUR per night, together with a per diem of 20 EUR per day. Excess weight of luggage can never be paid under airline ticket costs.

(i) Airline ticket for the Belgian or local supervisor

In addition to the supervision allowance, one return airline ticket (economy class) can be 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. Only in the framework of Global Minds PhD scholarships.

(j) Travel fee for the Belgian or local supervisor

A daily subsistence allowance and accommodation fee can be paid for up to 10 days³¹. Additionally, costs for obtaining the visa³², 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. Only in the framework of Global Minds PhD scholarships.

²⁹ For scholars selected in the framework of IUC, NETWORK or TEAM projects, an exception on the maximum number of 4 flight tickets can be made, for example in case an additional ticket needs to be booked for the PhD defence.

³⁰ Travel costs of family members of scholars are not reimbursed.

³¹ A list with actual international per diem amounts and maximum hotel allowances can be consulted on the [VLIR-UOS website](#).

³² 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 or ..., 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.