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sharing minds, changing lives

Framework for scholarships in Belgium

Five-Year Programme 2022-2027,

starting 1 September 2022

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Versioning

1.0	20/10/2023	Publication scholarship framework
1.1	21/10/2024	• Specifications for study scholarships for bachelor programmes have been added (new) • Minor clarifications for inter-city transport have been added Modifications are effective from day of publication

Introduction

This scholarship framework gives an overview of the scholarship amounts and regulations that apply to VLIR-UOS scholars who are nationals[1] and residents of a country on the list of partner, scholarship or Global Minds countries of VLIR-UOS[2].

The current framework and amounts are valid for all VLIR-UOS scholarships that facilitate a short, study or research stay in Belgium within the programmes for the Five-Year Programme 2022-2027. These programmes are: GM, ICP Connect, ITP, IUC, NETWORK, PSP, Accelerate, SI and TEAM. Possible new programmes can be included as well. For the list of abbreviations, see below.

In the case of GM, the Flemish HEI may opt to diverge from the scholarship framework, provided that it submits a document for approval to VLIR-UOS. In this document, the HEI: a) explains the reasons for diverging from the scholarship framework, and b) clarifies how it diverges from the scholarship framework.

All **new scholarships** in the **academic year 2022-2023** and all **new scholarships from 1 September 2022** onwards will follow the framework as described in this document.

This framework does not apply to scholarships that started before 1 September 2022 and for which agreements have already been signed. For these scholarships, the scholarship framework up to August 2022 applies. However, certain IUC, GM and/or TEAM projects that continue after 1 September 2022 are allowed to switch to the new framework if they wish to do so and if the project budget can accommodate this switch.

This FYP2 Scholarship Framework for 2022-2027 was approved by DGD on 20 April 2022. The framework is subject to change in the course of FYP2, following implementation decisions by either DGD or VLIR-UOS.
All allowances are stated in euros.

[1] A candidate with a double nationality can only be selected for a scholarship if the candidate lives in a country of the partner, scholarship or Global Minds country list and if they apply for a scholarship as a national of one of these countries.
[2] Some exceptions are possible, if the financial framework of the programme allows it (applies to GM, ICP Connect, ITP & IUC).

The scholarships are divided into 3 types:

- **Short-term** allowances are awarded for all academic education, training or research stays for **which no formal degree** is awarded[3], ranging **between 7 days and 6 months**.
- **Study scholarships** are awarded to scholars who are enrolled in an academic education or training programme that lasts at least six months and no more than three academic years (maximum of 36 months) and leads to a **bachelor, master, graduate or postgraduate diploma**.
- **Research scholarships** are awarded as part of a **predoc, PhD or postdoc** academic research programme.

Please note that **short stays or "visits" are not supported with a scholarship** but use the per diem and hotel allowance system. These visits include the following:

- all academic education, training or research stays with a duration between **1 and 6 days;**
- "visits" with a main focus on project management and exchange activities (without a dedicated training/research programme activity) and with a duration of a maximum of 21 days (e.g. planning meetings).

The **scholar** and the **host HEI** are the two categories of "beneficiaries" specified in the following framework. In all cases, VLIR-UOS provides funds to the Flemish host HEI, which in turn pays the scholar or the host unit, in accordance with the project contract. To put it differently, **VLIR-UOS does not pay the scholar directly**.

There are two categories of allowances:

- **Lump sum**: This is an allowance of which the amount has been calculated based on previous costs and international benchmarking. It does not have to be justified individually, as approved by DGD on 20 April 2022. However, the HEI must be able to show documentation of bank transactions to, or a statement of receipt from, the respective scholar as well as an accounting record upon request for financial control.
- **Expenses that must be individually accounted for** with supporting documents: airline tickets, and any other individual cost that is on top of the lump sum. For these expenses, an invoice, an accounting record or another by accounting standards acceptable proof of expenditure and a proof of payment are required.

[3] A scholarship allowance awarded as part of a PhD or postdoctoral research project for which someone travels to Belgium for less than 6 months (for example, to attend a conference or meeting) is still a research scholarship and should be budgeted as such.

DGD	Directorate General for Development Cooperation and Humanitarian Aid
HEI	Higher education institution (university or university of applied sciences & arts)
HE&SI	Higher Education and Science Institution
GM	Global Minds
ICP Connect	International (Master) Connect Project
ITM	Institute of Tropical Medicine
ITP	International Training Programme
IUC	Institutional University Cooperation
LNOB	Leave No One Behind
NETWORK	(post IUC) Network University Cooperation
PSP	Policy Support Programme
RBINS	Royal Belgian Institute of Natural Sciences
RMCA	Royal Museum for Central Africa
SI	Short Initiative
VLIR-UOS	Vlaamse Interuniversitaire Raad (Flemish Interuniversity Council) – University Cooperation for Development

General elements

The three types of scholarships share common general elements, such as the airline ticket, insurance and, if applicable, tuition fee.

The scholar has no direct financial relation with VLIR-UOS. This financial duty and relationship belongs to the host HEI, which is also responsible for the payment of the scholarship and all associated costs to the scholar.

Airline ticket

The scholar is entitled to economy class return tickets:

- Short: One return ticket per stay in Belgium.
- Study: One ticket at the beginning of the scholarship to travel to Belgium from the country of residence and one ticket to travel back to the country of residence at the end of the scholarship. Scholarship students enrolled in three-year bachelor's programmes are entitled to an additional round-trip airline ticket.
- Research: A return ticket per stay in Belgium (indicative number of 4 return tickets in total for a PhD, amount of tickets can vary for pre- and postdoc). If necessary, an additional ticket for the PhD defence can be purchased. To keep travel costs and carbon footprint to a minimum, more stays should be avoided.
- Multiple short-term stays in Belgium within the context of a single programme (for example, a training programme divided into two modules to be followed at different times throughout the project) can justify more than one airline ticket, but multiple short-term stays should be avoided to keep travel costs and carbon footprint to a minimum.
- The airline ticket includes local flights/trains/buses/etc. as part of the itinerary to or from Belgium. The airline ticket can include international train travel in Europe to or from Belgium.
- The cost of the ticket can include
    - a travel agency fee
    - a CO_2 compensation cost
- The following additional costs can be reimbursed, upon submission of supporting documents:
    - Additional airport tax
    - Overnight transit stay in a hotel : maximum of 50 EUR per night, together with a per diem of 25 EUR per overnight stay.
- No reimbursement of:
    - Travel costs or costs related to the visa application of family members.
    - Excess weight of personal luggage.
    - Business or first class tickets.

Insurance

The HEI is responsible for arranging/helping to arrange insurance for the scholar, starting the day of departure from their country of residence. The scholar should be able to prove they are insured. Between stays in Belgium, the scholar is responsible for their own insurance coverage.

- The insurance must cover third party liability[4], health, personal injury, repatriation in case of illness/accident or early return in case of death or life-threatening illness of a first-degree family member.
- If the scholar's stay is 90 days or less, the insurance policies should comply with the minimum requirements for a Schengen visa. This entails a minimum coverage of at least 30,000 EUR and should cover:
    - any expenses that might arise in connection with repatriation for medical reasons, urgent health attention and/or emergency hospital treatment or death.
    - all member states of the Schengen Area.
- Short: The scholar's insurance is to be arranged by the Flemish HEI at a cost of 2 EUR per day (indicative maximum).
- Study and Research: Insurance is covered by the scholar's allowance.

Tuition fee

- Short: The tuition fee is a payment made to the HEI or other institution (e.g. ITM, RMCA, RBINS) organising the scholar's training programme. It covers the cost of tuition, examinations, and the scholar's registration. The tuition fee amount varies per institution, however the lowest applicable rate must be provided by the institution that runs the programme. A tuition fee can only be paid for project scholars who attend a training programme that is not financed by VLIR-UOS. The project promoter must approve participation in such a training programme and the payment of a tuition fee, taking into account the training's value for money as well as the impact of the expenses on the project budget. If a scholar enrols in a training programme and pays a tuition fee, no additional bench fee can be charged. This only applies to the following programmes: GM, IUC, NETWORK, PSP, SI and TEAM.
- Study: Standard tuition fee for full time enrolment in a bachelor, master, graduate or postgraduate programme. The lowest applicable rates must be provided by the institution that runs the programme. This expense is covered by the allowance.
- Research: A tuition fee for PhD scholars can be paid in the first and final year of the PhD trajectory, as is agreed upon by VLIR for tuition fee policies. Amounts can vary based on the host institution, but only lowest applicable rates can be charged by the HEI that runs the scholar's programme. The tuition cost varies for pre- or postdoc. This expense is covered by the allowance.
- Language classes are not covered by the tuition fee. The scholar must pay for language classes out of their own scholarship allowance.

[4] The liability insurance should provide cover for damage during study-related activities. It does not have to include damage that is inadvertently caused to someone else (a third party) during private life.

Board and lodging

- These expenses are covered by the allowance.
- The Flemish host HEI is ought to help provide appropriate lodging at the lowest rates, e.g. residences and/or affordable housing. It is recommended that VLIR-UOS scholars should be given priority for these types of housing.
- If the scholarship is prematurely terminated, the scholar is responsible for any lodging costs incurred as a result of the rental contract being terminated early (for example severance payment). In the event that a personal crisis forces the scholar to return home early, the scholar's accommodation costs and/or severance payment can be reimbursed to either the Flemish HEI or the scholar, but only following VLIR-UOS approval.

Installation costs

These expenses are covered by the allowance:

- All kinds of general living expenses living in Belgium (e.g. cooking materials, household utensils, etc.);
- All expenses for educational supplies and personal study costs (paper, pens, manuals, courses, computer, storage media, etc.);
- All expenses for thesis printing and mailing/shipping of instructional or personal materials (manuals, courses, computer, etc.) back to the country of residence.

Personal additional costs

Specific costs for scholars may be **additionally reimbursed**, depending on their individual circumstances, only upon presentation of supporting documents. These costs may be related to:

- Indirect (inter)national travel costs
- COVID-19 related costs
- Programme-related travel costs – interinstitutional ICP Connect projects
- Other scholar-related costs: pregnancy or health problems, war zone, etc. (LNOB, see below)

Indirect (inter)national travel costs

These expenses are included in the scholarship allowance and cannot be additionally reimbursed:

- Medical expenses for getting a doctor's certificate (including costs for required vaccinations and necessary medication);
- Legalisation of documents;
- Transportation to and from the embassy and/or airport in the country of residence and Belgium (note: local flights/trains/buses/etc. as part of the itinerary to or from Belgium are paid under "airline ticket");
- Visa application fee (in non-Belgian embassies), handling/service fees (in Visa Facilitation Services such as VFS/TLS) or mailing costs for couriers.

Additional fees for acquiring a visa[5] or legalising papers can be reimbursed:

- If the responsible diplomatic post is not located in the scholar's country of residence and they are required to travel to another country;

Or

- If the visit to the diplomatic post requires an overnight stay.

If supporting documentation is submitted to the Flemish host HEI, the following additional costs may be reimbursed:

- The most cost-effective national or international route (economy flight; train/bus/etc.)
- A per diem of maximum 25 EUR per overnight stay.
- Accommodation costs up to a maximum of 50 EUR per night for a maximum of 10 days.

[5] The DGD short track visa procedure must be followed.

COVID-19 related costs

- It may be necessary to submit negative COVID-19 test results in order to travel. This can be done before or upon arrival to Belgium, or before/after traveling to one of the partner, scholarship or GM countries, or for visa application related travels.
- The cost of a COVID-19 test (PCR/RAT) can be reimbursed, up to a maximum amount of 150 EUR per individual round trip, only if supporting documents are provided.

Programme-related travel costs

Travel costs between Flemish campuses in different cities will be reimbursed only if they occur as part of an **official interinstitutional ICP Connect project organised by different Flemish HEIs and recognised by VLIR-UOS**, and only for transportation costs between the cities of the Flemish HEIs participating in the interinstitutional ICP Connect project. Local transportation costs within a city are not covered.The following ICP Connect projects are officially labelled as interinstitutional projects: 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, UAntwerpen and UGent), Master of Science in Sustainable Land Management (UGent and VUB).

Travel reimbursement applies only to activities that are part of the formal curriculum and that require physical presence on campus, such as attending courses. For activities not linked to on-campus presence (e.g., internships at external organizations or companies), no travel reimbursement is granted.

The scholar must choose the most cost-effective transportation form of transportation (e.g. seasonal ticket; bus or train, etc.) and provide proof. The Flemish host HEI is in charge of assisting the scholar in finding the most cost-effective form of transportation.

Other scholar-related costs

VLIR-UOS has a social support fund called the LNOB fund that supports the VLIR-UOS gender policy. This fund applies to the following programmes: ICP Connect, ITP, SI and TEAM. Scholars of other VLIR-UOS funded programmes have the same rights, but these costs should be covered by project or other funds. The fund's purpose is to compensate sudden and unforeseen (financial) emergencies for which no other financing sources can provide (adequate) assistance. These additional expenses are linked to the scholar's individual personal situation, such as pregnancy, psychological and health problems, emergencies, etc. VLIR-UOS does not provide a list of exceptional and/or unforeseen circumstances. An unexpected circumstance is beyond reasonable control of the scholar and could not be planned nor prevented from happening. VLIR-UOS accepts no responsibility for the scholar's family members. In order to benefit from this fund, VLIR-UOS must consent in order to benefit from the fund. For further information on the specific administrative procedure, please contact your project promotor/project. Learn more about our gender policy, as well as our maternity and paternity/co-parent guidelines.

Short-term scholarships

Regulations and annotations

Definition and duration

Short-term allowances are awarded for all academic education, training or research stays for which no formal degree is awarded, ranging between 7 days and 6 months.

This funding's purpose is to increase knowledge, learn new skills, or do research.

- After the educational training or research programme is completed, the scholar must return to their country of residence as soon as possible.
- This allowance is intended to cover both living costs (daily expenses) and accommodation costs, and it is provided from the scholar's arrival until their departure.
- The allowance is limited to no more than 3 days prior to the start of the programme and no more than 3 days after the programme's conclusion.
- The length of stay is essentially the same for all scholars of the same short-term programme, though minor differences can be justified due to flight availability.

This system for short-term allowances does not apply to stays in Belgium as part of a research allowance, even if the research scholar's stay is less than 6 months. Scholars who are registered as predocs, PhDs, or postdocs at a Flemish HEI are always and only eligible for research allowances.

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

If the scholar's stay exceeds 90 days, they must apply for a student visa and register as a student. Other profiles are only allowed to stay for a maximum of 90 days. This also applies to ITP projects.

The short-term scholarship includes:

- living expenses, board and lodging in Belgium (covers the cost of meals, personal transportation, personal expenses (e.g. internet) and accommodation)
- health insurance
- indirect travel costs (lump sum per stay added to pro rata/monthly allowance)
- tuition fee, if applicable
- one economy class return ticket per stay

Additional costs that can be reimbursed are listed here.

Payments to the scholar

Regulations and amounts			
Reference amount	**Basis (in EUR)**	**Lump sum**	**Remark**
7 – 14 days			
Allowance	**100**	X	Daily allowance for a stay between 7 and 14 days. All costs included.
≥15 days – 31 days			
Allowance	**1,500**	X	Standard monthly allowance for a stay between 15 and 31 days (not pro rata). All costs included.
>31 days – 6 months			
Allowance	**1,500**	X	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			
Indirect travel costs	**200**	X	

Payments to the host unit or institution

Regulations and amounts			
Reference amount	**Basis (in EUR)**	**Lump sum**	**Remark**
Per day			
Bench fee	16	X	
Insurance	2		Indicative maximum.
Per stay in Belgium			
Airline ticket			One return ticket per stay in Belgium, in economy class
One-time payment			
Tuition fee	Variable		For trainings that are not financed by VLIR-UOS: lowest rates For trainings financed by VLIR-UOS (ITP): not applicable

Payments to the scholar

Allowance

If the host HEI in Flanders arranges suitable accommodation for the scholar, the host HEI can choose to pay the accommodation costs directly and thus subtract the cost of the accommodation from the scholar's allowance. In this instance, it is recommended that VLIR-UOS scholars should be given priority for university residences and/or affordable housing, especially for programmes lasting longer than two weeks. These agreements should always be communicated to the scholar in advance.

The allowance varies depending on the **length of the programme and the length of stay,** with a maximum of 1,500 EUR for 31 days:

- **7 days-14 days: daily allowance of 100 EUR**

  e.g. research stay of 10 days: 100 EUR x 10 = 1,000 EUR

- **15 days - 31 days: standard allowance of 1,500 EUR (not pro rata!)**

  e.g. research stay of 22 days: allowance of 1,500 EUR

  e.g. training of 28 days: allowance of 1,500 EUR

- **>31days – 6 months: allowance based on monthly fee of 1,500 EUR (pro rata)**

  The allowance is based on a cost of 1,500 EUR per month (pro rata). The allowance is determined pro rata for stays longer than one month by multiplying the total number of days by the allowance of 1,500 EUR, and dividing this **sum by 31**

  e.g. training of 71 days: 71 x 1,500 EUR/31 = 3,435 EUR

  e.g. training of 42 days: 42 x 1,500 EUR/31 = 2,032 EUR

The reference number is always 31 days to ensure a consistent and uniform approach for all short-term scholars, regardless of the month in which they arrive. The total number of days of stay is then multiplied by 1,500 EUR and always divided by 31.

Payments to the host unit or institution

Bench fee for the Flemish HEI

- Bench fee: The bench fee is a payment to the host unit and is a contribution to the costs of providing workspaces and laboratories, using study materials, research equipment, computing hardware and software, supervision of scholars, etc.
- The bench fee is calculated by multiplying the bench fee (16 EUR) by the actual number of days the scholar will be at the Flemish institution.
- The bench fee can be applied to all programmes: GM, ICP Connect, ITP, IUC, NETWORK, PSP, SI and TEAM.
- If a scholar enrols in a training programme and pays a tuition fee, no additional bench fee can be charged. This only applies to the following programmes: GM, IUC, NETWORK, PSP, SI and TEAM.

Study scholarships

Regulations and annotations

Definition and duration

Study scholarships are awarded to scholars who are enrolled in an academic education or training programme that lasts at least six months and no more than two academic years (maximum of 24 months) and leads to a bachelor, master, graduate or postgraduate diploma.

This allowance is not a salary, but a compensation for transportation and living expenses in Belgium.

The duration of the study scholarship:

- The duration of the study scholarship awarded as part of a project is limited to at most 10 days before the start of the programme until 10 days after the programme's conclusion. This applies only to the following programmes : IUC, NETWORK, PSP, SI and TEAM.
- The duration of the study scholarship is limited to 12 months for a one-year ICP Connect programme, to 24 months for a two-year ICP Connect programme and to 36 months for a three-year ICP Connect programme. If the scholar graduates after the first examination period, the scholarship allowance continues to be paid even after the scholar has graduated and has returned home. This is an incentive to graduate in the shortest time possible.
- Scholars in two- or three- year ICP Connect programmes are allowed to take a summer break. This leave, however, needs to be approved by the ICP Connect promoter / organising committee (e.g. depending on required participation in a summer course). The scholarship will not be suspended during the summer break, but other expenses such as airline tickets will be the responsibility of the scholar and will not be covered by the scholarship allowance. Scholars enrolled in a three-year bachelor's programme are entitled to an additional round-trip airline ticket (Once in the duration of the entire programme).

- For two- and three-year ICP Connect programmes, the scholar must make a minimum of 42 ECTS of study progress after the first scholarship year (including the second examination period) to keep the scholarship during the second year. For three- year ICP Connect programmes, the scholar must take a minimum of 84 ECTS after the second scholarship year (including the second examination period) to keep the scholarship during the following year. The programme and Flemish HEI authorities, together with VLIR-UOS, jointly make the final decision on whether or not to continue.

  - In the event of urgent medical reasons, a scholarship can be postponed or, in rare situations, prolonged, as evidenced by a doctor's certificate provided by a medical service or by a doctor approved by the HEI. Prior to the postponement or prolongation, a request must be filed to VLIR-UOS for approval through the programme supervisor.

Payments to the scholar

Allowance

- The allowance is calculated on a monthly basis.
    - ICP Connect projects: The scholar receives an allowance for 12 or 24 complete months regardless of the day of their arrival/departure.
    - For study scholarships as part of a project: If the scholar's stay does not begin on the first day of the month and/or does not conclude on the last day of the month, the allowance for those portions of the stay (incomplete months) should be calculated pro rata by multiplying 31 days by the actual number of days of the stay in that month. For example: if a study scholar begins on September 24, the allowance for September is 7 x 1,400 EUR/31 = 316 EUR. This applies only to the following programmes: IUC, NETWORK, PSP, SI and TEAM.
- Depending on the HEI, the scholar might pay for their own insurance, tuition fee, and/or accommodation out of their scholarship allowance. It is also possible that the HEI covers these costs directly and subtracts them from the monthly scholarship allowance. The scholar should be able to prove they are insured. The HEI should inform the scholar about these practical arrangements in advance.

Study allowance: **1,400 EUR/month** includes

- living expenses, board and lodging in Belgium (covers the cost of meals, personal transportation, personal expenses (e.g. internet) and accommodation)
- health insurance
- installation costs in Belgium
- indirect travel costs
- tuition fee.

The scholar is also entitled to a return ticket in economy class to Belgium, including any necessary local flights at the start of the scholarship and a ticket to return to their country of residence at the end of the scholarship. Additional costs that can be reimbursed are listed here.

Research scholarships

Regulations and annotations

Definition and duration

- Research scholarships are awarded as part of a predoc, PhD or postdoc academic research programme.
    - Predoc: The predoctoral programme consists of course work and project research as preparation for the PhD programme.
    - PhD : all activities that are part of a trajectory leading to the award of a PhD degree, such as doctoral training and research activities.
    - Postdoc: A postdoc allows a PhD graduate to continue working as a researcher while also honing their skills and experience required for a job in academia.
- This allowance is considered a compensation for living expenses in Belgium and not a salary. Since there is no employment contract between scholars in each of the three types (predoc, PhD, postdoc) and the Flemish host HEI, these scholarships are not subject to social security (RSZ) contributions.
- A project scholarship's general principle is that it contributes to capacity building at the partner institution's involved department. Individuals who are awarded a research scholarship as part of a project must either be a member of the local institution's staff or have a contractual relationship with the partner institution that ensures
    - deloading from normal duties – academic and/or administrative – during the PhD trajectory so that they can dedicate enough time to the research;
    - their (re)integration or link with the partner institution after graduation.
- If the scholar's stay exceeds 90 days, they must apply for a student visa and register as a student. If they cannot register as a student, the scholar is only allowed to stay for a maximum of 90 days.
- This scholarship is awarded for a research stay in Belgium:
    - PhD: As a general rule, the total duration should not exceed an indicative maximum of 48 months. A Belgian research scholarship can be awarded for research conducted in Belgium or the EU for up to 24 months (= 730 days) of this term. The time of predoc or postdoc does not add up to the time a PhD student spends in Belgium.
    - Predoc: Total duration in Belgium for a maximum of 1 year.
    - Postdoc: Total duration of the postdoc up to maximum 3 years. Research conducted in Belgium or the EU is up to a maximum of 90 days per stay, with a maximum of 6 stays within the period of 3 years.
- The remaining time is spent in the country of residence, with the goal of maintaining connected to the local research environment. The scholar will continue to be employed and paid by the local partner institution, but will conduct research as part of this assignment, both at the Flemish HEI and the local partner institution. We call these types of scholarships "sandwich" scholarships, because of the separation between time spent in Belgium and time spent in the country of residence.

Payments to the scholar

Allowance per stay in Belgium

- This allowance is not a salary, but a compensation for transportation and living expenses in Belgium.
- The allowance is calculated on a monthly basis. If the scholar's stay does not begin on the first day of the month and/or ends on the last day of the month, the allowance for those incomplete months should be calculated pro rata by multiplying 31 days by the actual days of stay in that month. For example, a stay until June 13: Allowance for June is 13 x 1,900 EUR /31 = 797 EUR.
- Depending on the HEI, the scholar might pay for their own insurance, tuition fee, and/or accommodation out of their scholarship allowance. It is also possible that the HEI covers these costs directly and subtracts them from the monthly scholarship allowance. The scholar should be able to prove they are insured. The HEI should inform the scholar about these practical arrangements in advance.

Research allowance: **1,900 EUR/month** includes

- living expenses, board and lodging in Belgium (covers the cost of meals, personal transportation, personal expenses (e.g. internet) and accommodation)
- health insurance
- installation costs in Belgium
- indirect travel costs
- tuition fee.

Scholars are also entitled to one return ticket in economy class per stay in Belgium, including any necessary local flights (indicative number of 4 return tickets in total). If applicable, an additional ticket can be booked for the PhD defence. To keep travel costs and carbon footprint to a minimum, more stays should be avoided.

Additional costs that can be reimbursed are listed here.

Payments to the host unit or institution

Supervision and research fee

- The supervision and research fee for a PhD trajectory is a lump sum of 7,440 EUR in total.
- In the case of predoc and post-doc scholars, the fee is calculated on a monthly basis and amounts to 310 EUR per month. If necessary, this can be calculated pro rata. If the scholar's stay does not begin on the first day of the month and/or ends on the last day of the month, the fee for those incomplete months could be calculated by dividing the monthly fee by 31 days and multiplying by the actual days of stay in that month. For example, a stay until May 15: Allowance for May is 15 x 310 EUR /31 = 150 EUR.
- In the case of a PhD scholar, the total amount can be paid during the first stay or monthly, depending on the scholar's individual needs. In the event of PhD completion, the Flemish host HEI is entitled to the total amount of 7,440 EUR, regardless of the number of months spent in Belgium. The Flemish host HEI may decide to establish general rules and regulations for the use of the supervision and research fee in support of the research of all scholars on their campus.

- Additional supervision and research related costs (above the total amount) must be covered by the project budget (operational costs). These costs need to be accounted for.
- This fee is intended to cover material and operational costs associated with the scholar's specific research. The fee is paid to the Flemish host HEI and is intended to support the student. In consultation with the promoter, the research scholar defines the use of the fee. It can also be used to cover the attending of a conference or training programme participation of the scholar.