

# INTERNATIONAL MOBILITY

IMAQUA, IMESTE, IMNUFS – 12/11/2024

Catherine Mermans

# STAY UPDATED

## Ufora: Welcome abroad

Important announcements:

Deadlines

Infosessions

Interesting projects

Funding options

...

[Link to Welcome Abroad](#)

## Facebookgroup:

### Erasmusstudenten FBW

Community of fellow students to ask questions, share experiences, find Erasmus companions...

[Link to the facebookgroup](#)

## Webpage:

### Studying abroad

Timelines for all exchange procedures, detailed information for each step

[Link to Studying Abroad](#)

**Consult this page before e-mailing  
or making an appointment!**

# HOW TO CONTACT US?

- Through e-mail [out.fbvw@ugent.be](mailto:out.fbvw@ugent.be)
- Make an appointment! [Online appointment tool](#)
- Who can help you?  
Catherine Mermans  
International Relations Officer  
Campus Coupure  
Building A – A0.104  
FDO

# INTRODUCTION

## Mobility possible for:

1. Internship/traineeship
2. (Part of) master dissertation research

=> **Mobility grants** available for both types of mobility!

⇒ **Exchange application** obligatory (OASIS)

(IMNUFS: mobility for courses → contact [out.fbvw@Ugent.be](mailto:out.fbvw@Ugent.be)

Online appointment tool



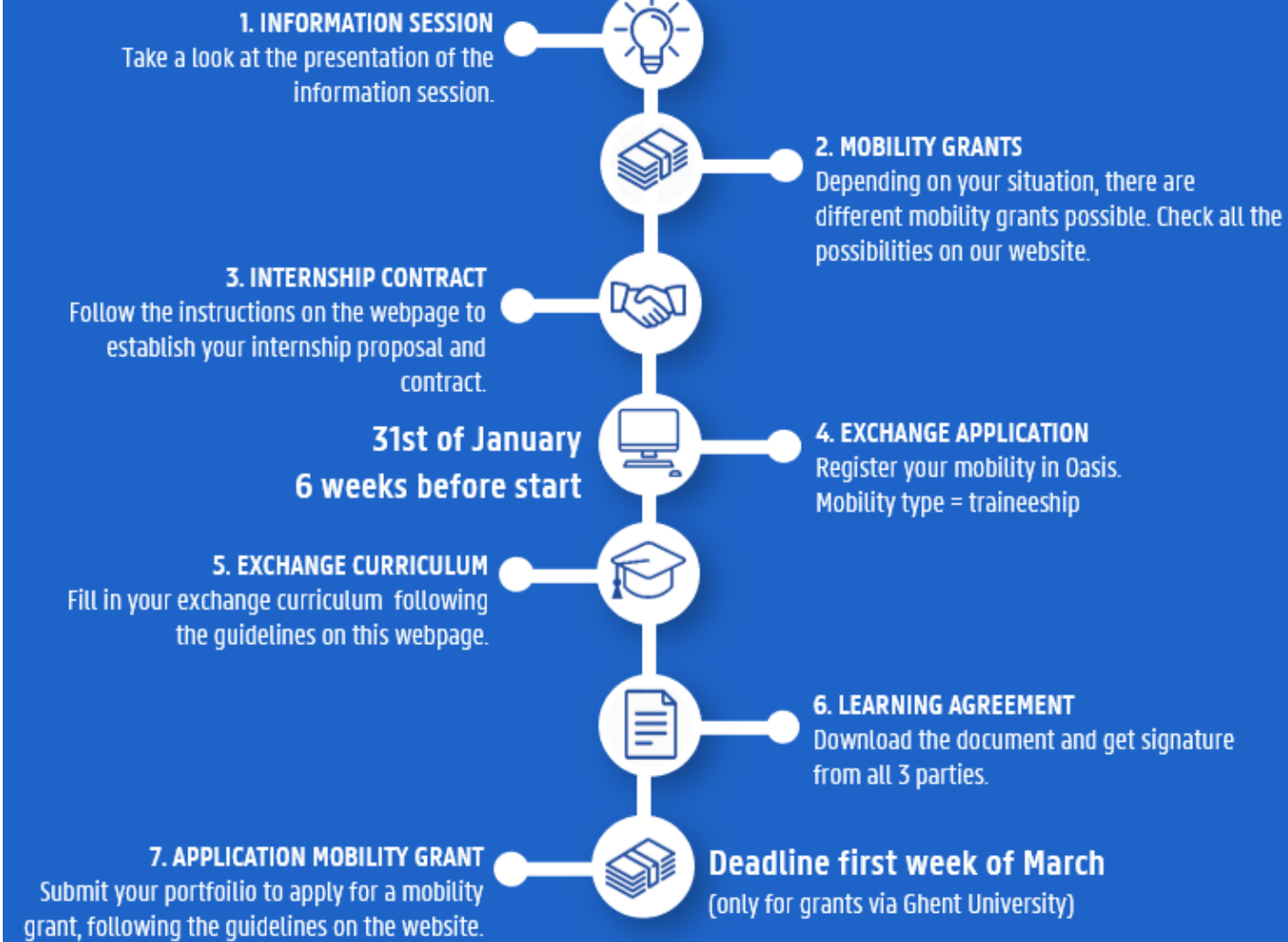
# TIMELINE INTERNSHIP EXCHANGES

# TIMELINE

- All info on the procedure can be found on the [website](#)

## TIMELINE EXCHANGE INTERNSHIP

### BEFORE DEPARTURE



### DURING STAY



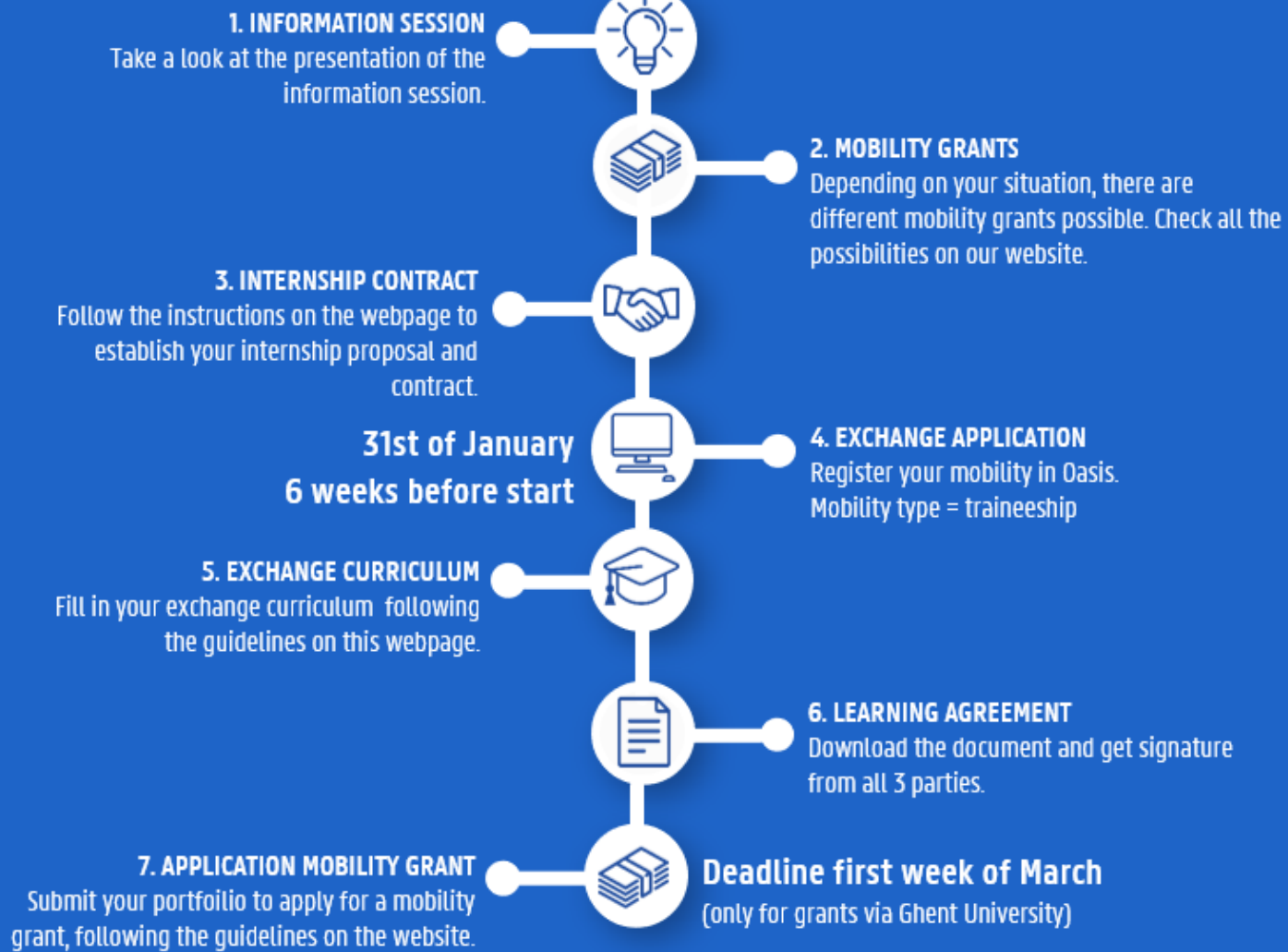
### AFTERWARDS





## TIMELINE EXCHANGE INTERNSHIP

### BEFORE DEPARTURE



### DURING STAY



### AFTERWARDS





# TIMELINE MASTER'S DISSERTATION EXCHANGES



# TIMELINE

- All info on the procedure can be found on the [website](#)

## TIMELINE EXCHANGE MASTER'S DISSERTATION

### BEFORE DEPARTURE

**1. INFORMATION SESSION**  
Take a look at the presentation of the information session.



**2. MOBILITY GRANTS**  
Depending on your situation, there are different mobility grants possible. Check all the possibilities on our website.



**3. EXCHANGE APPLICATION**  
Register your mobility in Oasis.  
(mobility type = research)



**DEADLINE 31/01**  
(only for grants via Ghent University)



**4. EXCHANGE CURRICULUM**  
Fill in your exchange curriculum, following the guidelines on the website.

**5. MASTER DISSERTATION CONTRACT**  
If you work together with another institution, download the contract via TechTransfer.



**DEADLINE first week of March**  
(only for grants via Ghent University)



**6. APPLICATION MOBILITY GRANT**  
Submit your portfolio to apply for a mobility grant, following the guidelines on the website.

**ONLY IF THERE IS A BILATERAL AGREEMENT WITH THE INSTITUTION**  
(check on the website)

**7. LEARNING AGREEMENT**  
Download from Oasis and get signature from all 3 parties.

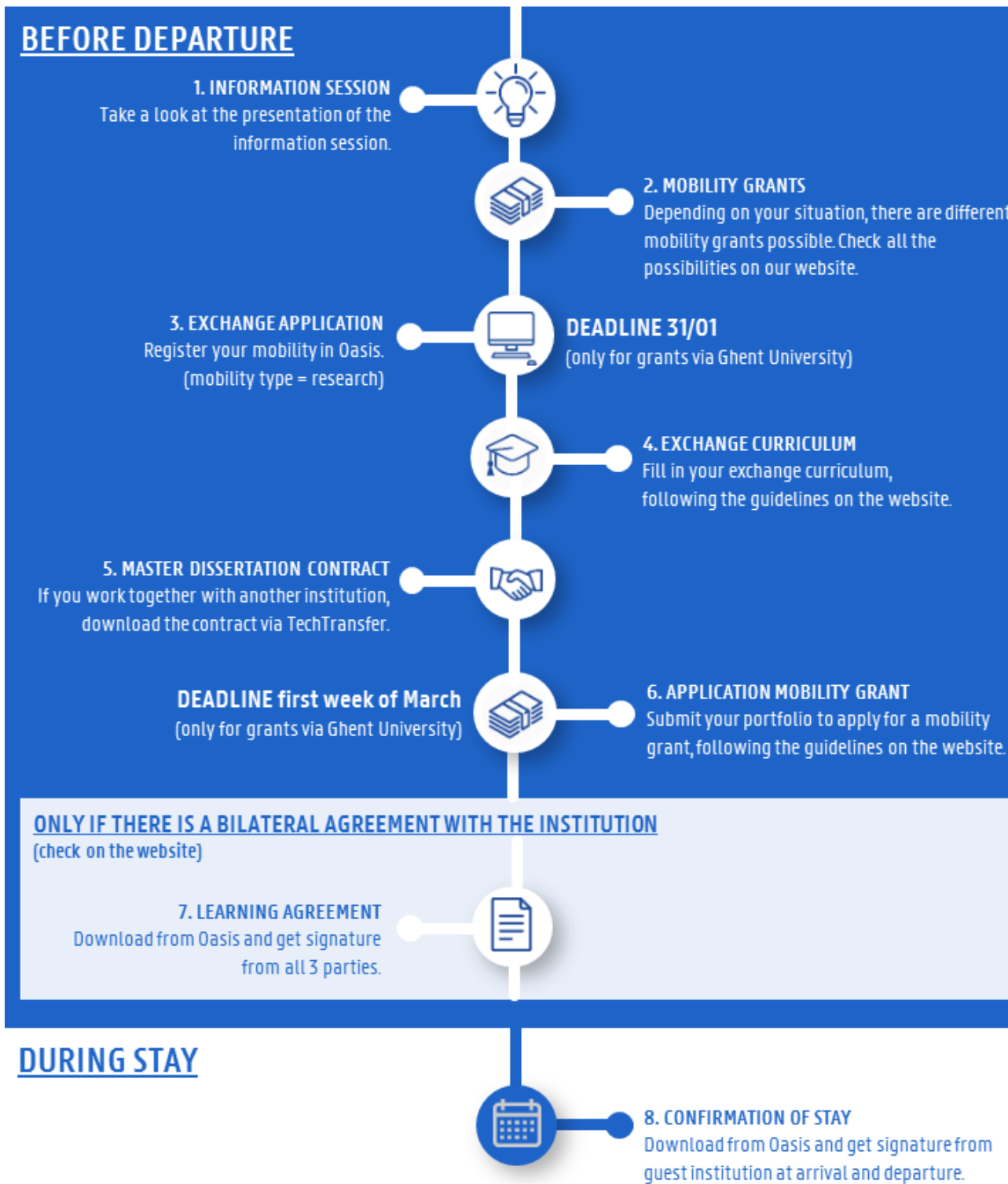


### DURING STAY



**8. CONFIRMATION OF STAY**  
Download from Oasis and get signature from guest institution at arrival and departure.

## TIMELINE EXCHANGE MASTER'S DISSERTATION



# MOBILITY GRANTS

# FINANCIAL SUPPORT



# FINANCIAL SUPPORT



## Erasmus zone

26 EU member states (not Belgium) + Iceland, Liechtenstein, Norway, Turkey, North Macedonia and Serbia

## Erasmus + grant

**Erasmus + Studies:** master dissertation (+ courses)

**Erasmus + Traineeship:** Internship

Monthly fee + travel allowance (km)

≠ amounts ≈ country

# ERASMUS + STUDIES MONTHLY FEE



## GROUP 1

Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Austria, Sweden

- €419/month for all other students
- €669/month for students with a Flemish scholarship

## GROUP 2

Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia and Spain.

- €369/month for all other students
- €619/month for students with a Flemish scholarship

## GROUP 3

Bulgaria, Hungary, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia and Turkey.

- €369/month for all other students
- €619/month for students with a Flemish scholarship



# ERASMUS + TRAINEESHIP MONTHLY FEE



## GROUP 1

Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Austria, Sweden

- €569/month for all other students
- €819/month for students with a Flemish scholarship

## GROUP 2

Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia and Spain.

- €569/month for all other students
- €819/month for students with a Flemish scholarship

## GROUP 3

Bulgaria, Hungary, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia and Turkey.

- €519/month for all other students
- €769/month for students with a Flemish scholarship

# ERASMUS + STUDIES TRAVEL ALLOWANCE

You will receive a travel allowance depending on the distance to your destination. If you choose a "**green travel**" means of transport (bus, carpool, bicycle, train), the travel allowance is higher.

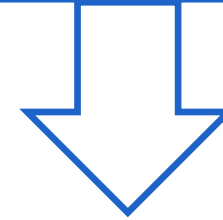
# ERASMUS + STUDIES TRAVEL ALLOWANCE

| range                 | Amount per participant | Green travel |
|-----------------------|------------------------|--------------|
| range 10 to 99 km     | € 28,00                | € 56,00      |
| range 100 to 499 km   | € 211,00               | € 285,00     |
| range 500 to 1999 km  | € 309,00               | € 417,00     |
| range 2000 to 2999 km | € 395,00               | € 535,00     |
| range 3000 en 3999 km | € 580,00               | € 785,00     |
| range 4000 to 7999 km | € 1.188,00             | € 1.188,00   |
|                       |                        |              |

# GRANT APPLICATION



How can I travel a sustainable way?

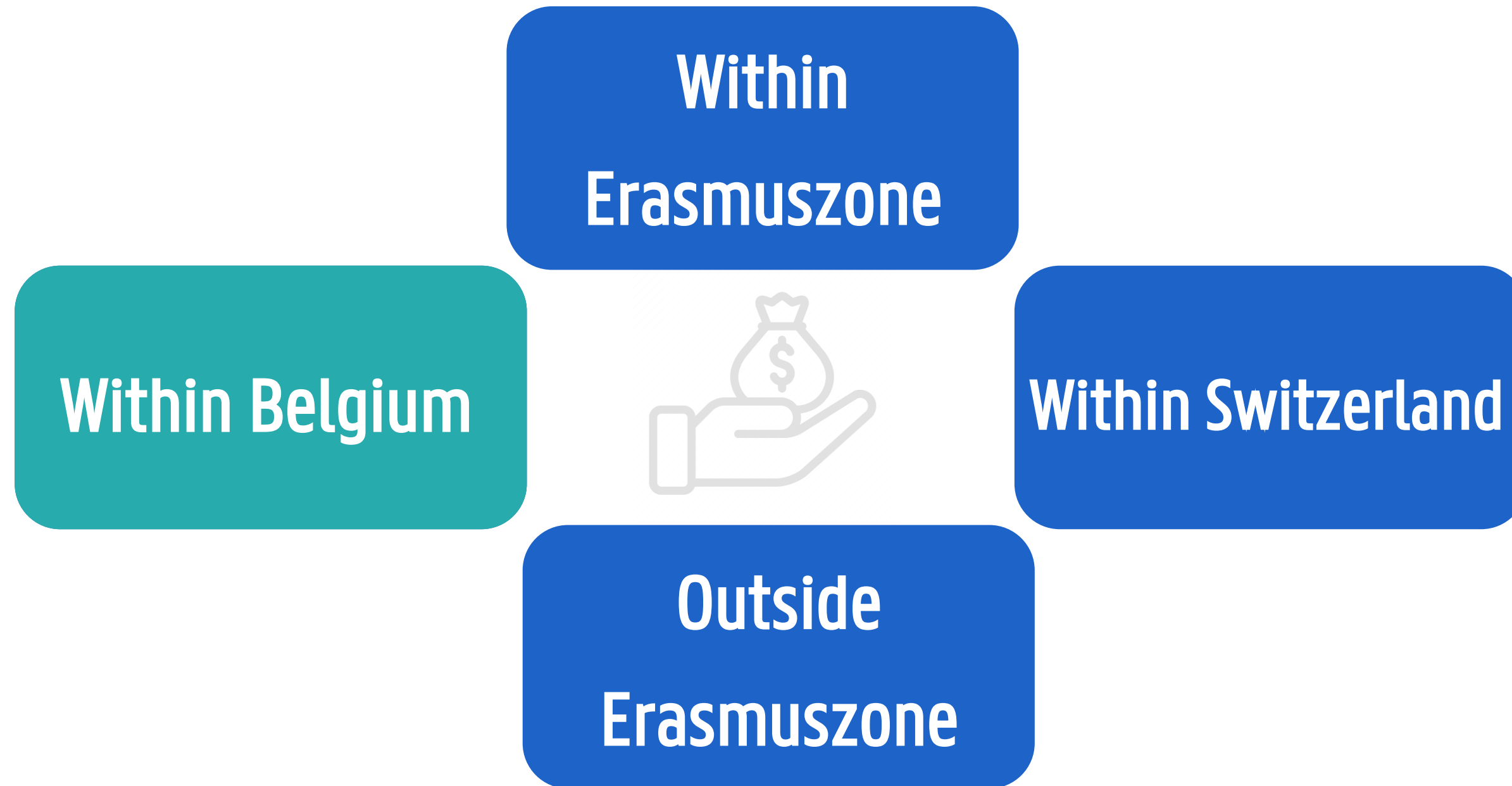


Check this UGhent site!

**FLiXBUS**



# FINANCIAL SUPPORT



# FINANCIAL SUPPORT (2)



- **Within Belgium (min. 2 months)**

- Erasmus Belgica (UGent)

- Forfait: €100

- Monthly allowance: €100 (accommodation cost)

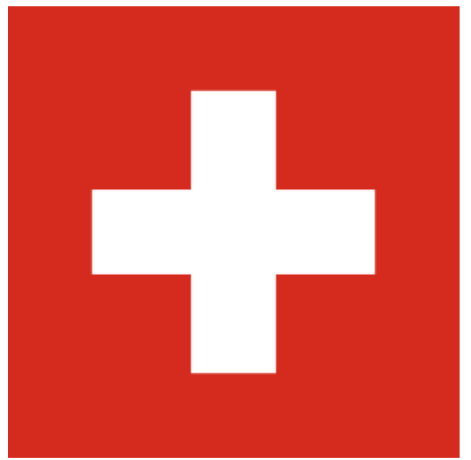
- ➔ Check with [international@ugent.be](mailto:international@ugent.be)



# FINANCIAL SUPPORT



# FINANCIAL SUPPORT (3)



- **Switzerland (min. 1 month)**
  - **SEMP (UGent)**
  - Swiss-European Mobility Programme
    - €300/month
- ➔ **Check with [international@ugent.be](mailto:international@ugent.be)**

# FINANCIAL SUPPORT



# FINANCIAL SUPPORT (3) – GRANT OUTSIDE ERASMUS+ ZONE

*≠ amounts ≈ country and personal socio-economic situation*

Various scholarships available for exchange outside the Erasmus zone.

Two types:

- 1 – monthly allowance (max 4 months) & travel allowance;
- 2 – Travel allowance.

Distribution of grants according to the principle: the higher the socio-economic need, the higher the chance of receiving a type 1 grant (monthly allowance & travel allowance).

# FINANCIAL SUPPORT (3) - GRANT OUTSIDE ERASMUS+ ZONE

Do you consider applying for this grant?

- Roadmap '[Mobility Outside Europe](#)'
- International Support Team Ugent ([international@ugent.be](mailto:international@ugent.be))

# MOBILITY GRANTS

| <b>Can apply<br/>for<br/>Holder of</b> | <b>Grant within<br/>Erasmus zone</b> | <b>Grant Outside<br/>Erasmus zone</b> |
|--|--------------------------------------|---------------------------------------|
| <b>EU scholarship</b>                  | no                                   | no                                    |
| <b>VLIR-UOS ICP<br/>scholarship</b>    | yes                                  | no                                    |
| <b>No scholarship</b>                  | yes                                  | yes                                   |
| <b>UGent top-up<br/>grant</b>          | yes                                  | no                                    |



# FINANCIAL SUPPORT



CWO grant

FBE Faculty grant

Master Dissertation



# MOBILITY GRANTS (5)

INSIDE or OUTSIDE Erasmus zone  
For (part of) master dissertation

- CWO grant (via FBE)
  - Minimum 3 weeks
    - Covers dissertation travel expenses
  - Deadlines

More information

# MOBILITY GRANTS

| Can apply for<br>Holder of  | Grant within<br>Erasmus zone | Grant Outside<br>Erasmus zone | CWO grant (only for<br>master dissertation) |
|-----------------------------|------------------------------|-------------------------------|---|
| EU scholarship              | no                           | no                            | yes   |
| VLIR-UOS ICP<br>scholarship | yes                          | no                            | yes   |
| No scholarship              | yes                          | yes                           | yes   |
| UGent top-up<br>grant       | yes                          | no                            | yes   |

# GRANT APPLICATION

# GRANT APPLICATION

Through an exchange application

How?

Via Oasis

Deadline exchange  
application

**31/01/2025** (UGent grant)

# GRANT APPLICATION

- For grants within Erasmus Zone (Studies and Traineeship)

- Approval of exchange application in OASIS = scholarship

- **Deadline 31 January 2025**

**No separate grant application required**



# GRANT APPLICATION

- For grants outside Erasmus Zone

- Make exchange application in Oasis

- **Deadline 31 january 2025**

- Selection announcement: Beginning of May 2024

- Grant via FBE (CWO): **several deadlines per year (nov, april, sept)**

- [see website](#)

# EXCHANGE APPLICATION IN OASIS

# WHY SUBMIT EXCHANGE APPLICATION?

- **Mandatory to register your mobility**
  - Safety reasons -> whereabouts
  - Insurance
  - Diploma supplement
  - Mobility grant application

# HOW TO SUBMIT?

- Go to <https://oasis.ugent.be/>
  - In the menu on the left → Select academic year of exchange (2025-2026)
    - Curriculum
      - Exchange
        - New application

| Academic year<br>2025-2026 | Internship  | Part of Master dissertation |
|----------------------------|-------------|-----------------------------|
| Mobility type              | Traineeship | Research                    |

| Academic year<br>2025-2026 | Internship  | Part of Master dissertation   |
|----------------------------|---|---|
| Mobility type              | Traineeship   | Research  |
| Institution                | Fill in the details of the institution/organization. If the institution is not listed, click on 'It's not in the list' and then provide the requested info. | Fill in the details of the institution/organization. If the institution is not listed, click on 'It's not in the list' and then provide the requested info. |

| Academic year<br>2025-2026 | Internship  | Part of Master dissertation   |
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| Funding                    | <b>Within Erasmus zone: Erasmus+ traineeship</b><br><i>or</i><br><b>Grant for outside Erasmus</b><br><i>or</i><br><b>Own resources</b>                      | <b>Within Erasmus zone: Erasmus+ studies</b><br><i>or</i><br><b>Grant for outside Erasmus</b><br><i>or</i><br><b>Own resources</b>                          |

| Academic year<br>2025-2026 | Internship  | Part of Master dissertation   |
|----------------------------|---|---|
| Mobility type              | Traineeship   | Research  |
| Institution                | Fill in the details of the institution/organization. If the institution is not listed, click on 'It's not in the list' and then provide the requested info. | Fill in the details of the institution/organization. If the institution is not listed, click on 'It's not in the list' and then provide the requested info. |
| Funding                    | <b>Within Erasmus zone: Erasmus+ traineeship</b><br><i>or</i><br><b>Grant for outside Erasmus</b><br><i>or</i><br><b>Own resources</b>                      | <b>Within Erasmus zone: Erasmus+ studies</b><br><i>or</i><br><b>Grant for outside Erasmus</b><br><i>or</i><br><b>Own resources</b>                          |
| Period                     | Select the semester (first or second or both) & enter the planned start and end dates   | Select the semester (first or second or both) & enter the planned start and end dates   |



| Academic year<br>2025-2026 | Internship  | Part of Master dissertation   |
|----------------------------|---|---|
| Mobility type              | Traineeship   | Research  |
| Institution                | Fill in the details of the institution/organization. If the institution is not listed, click on 'It's not in the list' and then provide the requested info. | Fill in the details of the institution/organization. If the institution is not listed, click on 'It's not in the list' and then provide the requested info. |
| Funding                    | <b>Within Erasmus zone:</b> Erasmus+ traineeship<br><i>or</i><br><b>Grant for outside Erasmus</b><br><i>or</i><br><b>Own resources</b>                      | <b>Within Erasmus zone:</b> Erasmus+ studies<br><i>or</i><br><b>Grant for outside Erasmus</b><br><i>or</i><br><b>Own resources</b>                          |
| Period                     | Select <b>the semester (first or second or both)</b> & enter the planned start and end dates  | Select <b>the semester (first or second or both)</b> & enter the planned start and end dates  |
| Contact person UGent       | Internship responsible (= who signs internship contract)<br>IMAQUA: Annelies Declercq<br>IMNUFS: Katleen Raes<br>IMESTE: Karel De Schamphelaere             | (Co)promotor or academic coordinator  |

# TIMELINE

- Exchange application for mobility in your 1<sup>st</sup> sem AND 2<sup>nd</sup> sem of '25-'26
  - When you need a UGent grant (central level) **Deadline: 31/01/2025**
  - No grant needed? **Min. 6 weeks before departure**

**Practical information session on making exchange  
application: 2 december 2024!**

Announcement Uforasite 'Welcome abroad'



# PRACTICAL TIPS

# ALL OTHER ADMINISTRATION?

- Downloadable on Oasis or available on website
- Deadlines: [website](#) (eng)
- Need a stamp or signature?
  - [out.fbvw@ugent.be](mailto:out.fbvw@ugent.be)

# ACCOMMODATION

- **Not** arranged by Ghent University
  - Often arranged by partner (bv. Student homes) or internship organisations
- **Start your search in time!**



# HEALTH AND SAFETY

- **Health**

- Institute of Tropical Medicine (Antwerp)

- **Safety**

- Embassy of your home country

- Ghent University, actueel@ugent.be

!!! Do not purchase anything (for example plane tickets)  
before Team Actueel gives you approval to go on exchange !!!

# TRAVEL POLICY STUDENTS

In addition to an academic and administrative permit, students must also obtain a final travel permit after a check of the (security) situation in the country/region of destination. It looks at:



The overall safety situation (e.g. political situation, civil unrest, etc.)



The general health situation (e.g. Ebola, COVID-19,...)



Measures or events, resulting in major restrictions on freedom of movement (e.g. prolonged general strikes, lockdown, etc.)



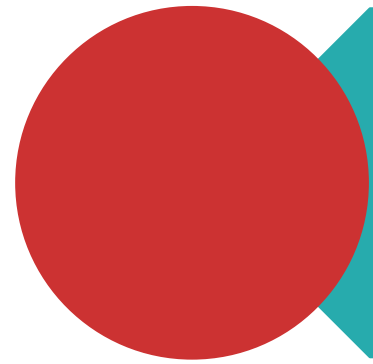
Access to a particular country/territory



The academic on-campus offer at partner institutions/internships (e.g. online classes only, university strikes, etc.)

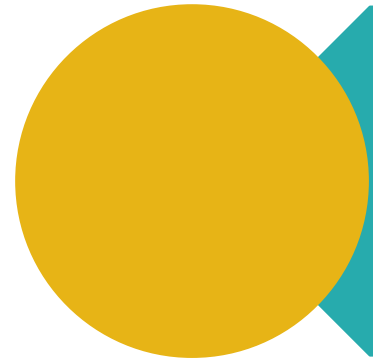
# TRAVEL POLICY STUDENTS

3 possibilities:



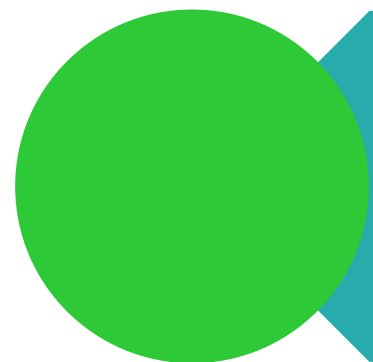
You are not allowed to leave

eg. To Russia, Ecuador



The situation may be unsafe = further action  
needed

eg. To South-Africa



You're allowed to leave

eg. To France



# TRAVEL POLICY FOR STUDENTS AT GHEENT UNIVERSITY

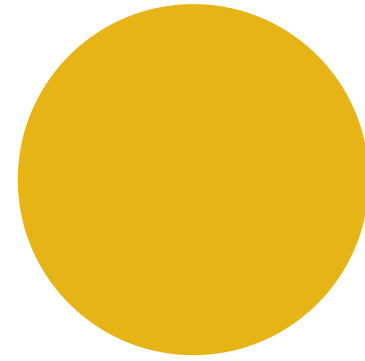
The security situation in a country can be unstable (for a short or longer period of time).

Therefore, be sure to check the travel advice of your Ministry of Foreign Affairs. Be sure to check the LGBTQ+ policy on site if it applies to you.

These formulations, among others, should already set off alarm bells: "security context volatile", "increased vigilance required", "non-essential travel discouraged". Ask yourself whether it is necessary to go to that destination on exchange or internship. If not, choose a safer destination now.

If so, prepare yourself well. Be sure to have a plan B up your sleeve.

# TRAVEL POLICY FOR STUDENTS AT GHENT UNIVERSITY

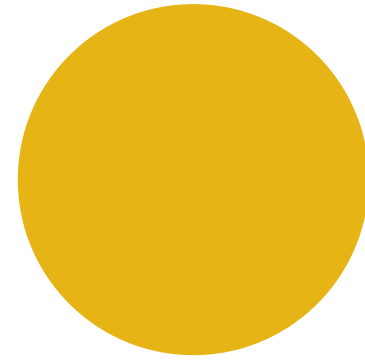


- The situation may be unsafe = further action needed**

- Your studypogramme must demonstrate that the exchange/traineeship is necessary in that country/region

- You must complete a Travel Risk Analysis Form 1 to 2 months before departure

# TRAVEL POLICY FOR STUDENTS AT GHENT UNIVERSITY



**The situation may be unsafe = further action needed**

## **Advice March 2024:**

Bolivia, Brazil, DR Congo (Kisangani), Cuba, Egypt, Philippines, Ghana, India, Kenya, Mexico, Mozambique, Nepal, Uganda, Peru, Senegal, Tanzania, Thailand, and South Africa.

# Catherine Mermans

International Relations Officer

FACULTY EDUCATION SERVICES  
BUILDING A, ROOM A0.104  
CAMPUS COUPURE

E [out.fbvw@ugent.be](mailto:out.fbvw@ugent.be)

[Online appointment tool](#)



# QUESTIONS?